

ADOS CHECKLIST

1. **ADOS Request Form** – completed and signed by directorate requesting assistance. MPF ID (two digit alpha-numeric code) and **WUC** (two digit numeric code) are key items in submitting approval information to NGB/FM MilPers.
2. **Current Physical Fitness Certificate** with a passing score within past 12 months – must be valid when tour starts. If test expires while on ADOS duty, member can participate in PT testing at duty location.
3. **Up-to-date AF Form 422 – NOTICE OF AF MEMBER’S QUALIFICATION STATUS** (with no restrictions) and **validated within 60 days prior to tour start date**. Form must indicate **World-wide Qualified (WWQ)** for ADOS tour. Working copy is unacceptable.
4. **Finance Certification Letter** with dates, number of days, and location of all active duty (ST, ADOS, ACTIVATION, etc.) performed within **three years** - dating back from start date of ADOS request. (1095)
5. **RIP** (review of individual person) with TAFMS (total active federal military service) not to exceed 18-years (including the days listed on the FM certification letter). Submit the entire RIP (not last page only) as information on other areas of the report is required in the review process.
6. **Wing Company (CC) Concurrence** – for 90 days or less, effective 1 Jan 2011.
7. **ATAG Concurrence** – Over 90 days, effective 1 Jan 2011 (plus Wing CC concurrence in no. 6).
8. **ANGRC/CV approval:** Any request for more than 179 days will require ANGRS/CV approval and any extension beyond the initial ADOS tour. (Effective 7 Sep 2012)
9. **Officer:** last 2 OPR

Note: **Technicians** MUST submit leave paperwork that covers the duration of time on ADOS duty in addition to all documents above.

ANG Transition Assistant Program (TAP) – Applies to all Airmen separating from Title 10 active duty tour of greater than 180 consecutive days. Family Support POC: DSN 981-7087

ADOS mailbox: please send all ADOS request to: angrc.ngbhrf@ang.af.mil

Calculating Days

The number of days requested should correspond with start and end dates such as: 8 AUG 10 – 27 SEP 10 = 51 days. With 31 days in AUG and 7 already gone, there’s 24 remaining (24 days in AUG + 27 days in SEP = 51 days). If it were 8 SEP to 27 OCT, days = 50 because there’s 30 days in SEP compared to 31 in AUG.

Quick reference:

JAN = 31; FEB = 28 (leap years = 29); MAR = 31

APR = 30; MAY = 31; JUN = 30

JUL = 31; AUG = 31; SEP = 30

OCT = 31; NOV = 30; DEC = 31.

Time-frame for processing packages

A two-week period is required between the time packages are submitted for approval and the time approval is forwarded to NGB/FM MilPers. It is fair to make room for errors and allow time to go over the same packages whereupon the clock restarts.