

## ADOS CHECKLIST

- 1. Resume:** Provide a copy of your Resume, include the position # and job title for which you are applying.
- 2. Physical Fitness Certificate:** Must have 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. 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 member does not have a deployment restriction (Code 31) or is undergoing an MEB (Code 37). Working copy is unacceptable. Upon final selection, you may need to provide an updated AF422.
- 4. Finance Certification Letter:** Include dates, number of days, and location of all active duty (ST, ADOS, ACTIVATION-MPA, etc.) performed going back four years beginning from start date of requested ADOS tour (1095 rule).
- 5. RIP (review of individual person):** Include TAFMS (total active federal military service) not to exceed 18-years including the days listed on the FM certification letter. Submit the entire RIP as information in other areas of the report is required for the review process.
- 6. Wing (CC) Concurrence for 90 days or less (effective 1 Jan 11):** Letter must include the dates of the ADOS tour (ex. 1-Oct-2012 to 30-Apr 2013).
- 7. ATAG Concurrence for over 90 days (effective 1 Jan 2011):** Also include Wing CC concurrence. Letter must include the dates of the ADOS tour (ex. 1-Oct-2012 to 30-Apr 2013).
- 8. Officer:** Last 2 OPRs

Please send all documents to the ADOS mailbox: [angrc.ngbhrf@ang.af.mil](mailto:angrc.ngbhrf@ang.af.mil)