SUBJECT: Title 10 Full-Time National Guard ADOS Announcement, NGB-J32, Legislative Liaison Officer

# ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) CHECKLIST
# J32 COUNTERDRUG PROCEDURE
# (ARMY/AIR PERSONNEL)

**Extended tours or TDY at NGB-J32-CD Division require the following documentation. All documentation must be included prior to processing of Letters of Authority (LOAs) to states/territories. The Personnel Section must have all of the required items before the LOA can be processed and coordination of funding to the states can be executed.**

1. RANK / NAME: _____

SSN:_____ BRANCH:_____

PEB/TAFMSD (total military service time):_____ Date of Rank: _____

UNIT & ADDRESS: _____

CITY: _____ STATE: _____

Duty Location if not at JP1:_____

Immediate Supervisor (Name, rank, title, phone number) _____

_____

Tour Start Date: _____ Tour End Date: _____

Dependents Yes/No: _____

**2.** Justification/Duty description: (Branch/Section Chief):

3. The following actions/documents will be completed, reviewed and processed prior to the start of ADOS or TDY orders:

**Documents required:**

Inform service members to obtain the following documentation for the ADOS packet:

- ☐ TAG Release Letter (Obtain from JFHQ)
- ☐ (Army) DA 1058-R (Signed by soldier, records custodian, and unit commander)
  (Air) Commander's Endorsement
- ☐ (Army) Medical Protection System (MEDPROS)-Individual Medical Readiness (IMR) printout
- ☐ (Air) Documentation of current immunizations
  - ☐ * PHA must be current - within one year (Army & Air)
  - ☐ * HIV must be within the last two years (Army & Air)__ (Army) Current Retirement Points Accounting System (RPAS)
- ☐ (Air) Report on Individual Personnel (RIP) (Obtain from *v*MPF or unit)

- ☐ (Army) NCOERs/OERs (Last three (3))
- ☐ (Air) EPRs/OPRs (Last three (3))
- ☐ APFT Card (DA 705)
- ☐ AF Fitness Test Score Sheet (current within the past 6 months with passing score)
- ☐ (Army) DA Form 5960 Authorization to Start, Stop, or Change BAQ and/or VHA

4. Once all documentation is received by HR personnel, a Letter of Authorization (LOA) and coordination of funding with the respective J38 finance representative and state personnel will be completed.

5. The following are required signatures of approval. The estimated time for signature authority, processing of the LOA, and obtaining orders from the state are as indicated below:

| | | | | | |
|---|---|---|---|---|---|
| a. | Branch Chief/AO | Coordination | suspense: | 2 | duty days |
| b. | J38 | Approval | suspense: | 7 | duty days |
| c. | Dep. Dir., Opns J3/7 | Review | suspense: | 7 | duty days |
| d. | Dep. Chief, J32 | Approval | suspense: | 2 | duty days |
| e. | Chief, J32-CD | Signature | suspense: | 7 | duty days |
| f. | HR NCO | Process | suspense: | 10 | duty days |

**Total Suspense time: approx. 35 duty days**