ADOS Requirements

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

Submit all application requirements in a single PDF document to
usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

Rank/Name: **Announcement #**

Contact Email: **Contact Phone:**

_____Resume: (SF171 not accepted)

_____Physical Fitness Assessment: Current Physical Fitness Test (all pages) within past 12 months.

_____AF Form 422 - Notice of AF Members Qualification Status: With NO restrictions, validated within the last 60 days from the date your application is received. Form must indicate member does not have a deployment restriction (Code 31) or is undergoing an MEB (Code 37). "Working copy" will NOT be accepted. Upon final selection, you may need to provide an updated AF422 within 60 days.

_____vMPF RIP: Must include all pages and less than 60 days old.

_____PCARS RIP: Point Credit Accounting and Reporting Systems from vMPF.

_____Sanctuary Waiver: IF TAFMS is 16 years or greater; must submit a Statement of Understanding Waiver of AD Sanctuary. https://gum-crm.csd.disa.mil/ci/fattach/get/2556240/1368200018/redirect/1/filename/4.%20New%20-%20NGB%20Delegation-Not%20Invoke%20Sanctuary%20Message%20Final.pdf

_____1095 Day Analysis: Letter with analysis of how many days performed during the last 1,460 days. I understand that if my orders take me past 1095, I will be required to submit a 1095 waiver through my state.

_____TAG (or designated rep ATAG/CoS) Acknowledgment required.

_____Officers: Last 3 OPRs (no EPR for enlisted) IAW MPFM 07-45 dated 11 Jul 07, para 17b "OPRs on AFRC and ANG Officers are due to the CSS no later than 30 days after close-out and to HQ ARPC no later than 60 days after close-out."

_____I understand this requirement is reviewed annually for continued service into the next FY dependent upon 201st Commanders Approval and funding availability. (ADOS requirements are funded FY to FY and there is no guarantee of continued service)

_____I understand that I will remain assigned to my home unit and State. Records management, to include publishing orders, personnel record updates, evaluations, leave, fitness, ancillary training, etc., will remain the responsibility of myself and my home unit.

_____I have read ANGI 36-2001, Management or training and Operational Support within the Air National Guard.

_____I understand I will not be authorized to enter into Sanctuary during the period of the ADOS order.

_____I understand that my tour will NOT be extended past 1095 days without an approved waiver. The member is responsible for waiver coordination.

_____I understand my DTS profile must be detached from my home unit to allow the Host Directorate to attach me in DTS and provide resources for subsequent TDY's as required.

_____I understand I must out-process with my home unit's TDY requirements as applicable.

_____I will notify NGB/HR of any change in my ADOS orders, fitness failure, or change in World Wide Qualification for duty status. (Assignment Limitation Codes, MEB's, etc)

____I certify, to the best of my knowledge and belief, all the information provided or attached to this application is accurate and made in good faith. I understand that fraudulent information on or attached to this application are grounds for rejection or release during the application process or during the duration of my tour.

Digital or Wet Signature

Submit completed Application in a single PDF to:
usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

SAMPLE ACKNOWLEDGEMENT

ADOS TOUR< 90 DAYS:

I acknowledge (applicants rank/full name) decision to apply for Active Duty Operational Support Announcement (ADOS): (announcement#), Duty Title: (full duty title on announcement), Duty Location: (full duty location on announcement). I agree to release this member through (date or FY) if selected for this ADOS tour.

This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. Member has not exceeded 1,095 days during the previous 1,460 days (verified by Budget officer/Comptroller/Budget Analyst 1095 letter). Member will not enter into sanctuary during this tour or has signed a sanctuary waiver. This member will remain assigned to (State in which currently assigned). Records management, to include publishing of orders, leave and personnel updates will remain with their servicing MPS.

This member does not have a UIF, is not on a control roster, and has no current or pending adverse actions as a result of investigation.

Signature block: Wing CC or designated representative

ADOS TOUR >90 DAYS:

I acknowledge (applicants rank/full name) decision to apply for Active Duty Operational Support Announcement (ADOS): (announcement#), Duty Title: (full duty title on announcement), Duty Location: (full duty location on announcement). I agree to release this member through (date or FY) if selected for this ADOS tour.

This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. Member has not exceeded 1,095 days during the previous 1,460 days (verified by Budget officer/Comptroller/Budget Analyst 1095 letter). Member will not enter into sanctuary during this tour or has signed a sanctuary waiver. This member will remain assigned to (State in which currently assigned). Record management, to include publishing of orders and personnel updates will remain with their servicing MPS.

This member does not have a UIF, is not on a control roster, and has no current or pending adverse actions as a result of investigation.

Signature block: TAG or designated representative

SAMPLE STATEMENT OF UNDERSTANDING

Waiver of Active Duty (AD) Sanctuary (Air National Guard)

Fillable file located at:
https://gum-crm.csd.disa.mil/ci/fattach/get/2556240/1368200018/redirect/1/filename/4.%20New%20-%20NGB%20Delegation-Not%20Invoke%20Sanctuary%20Message%20Final.pdf

1. I understand that under the sanctuary protection provided to me by 10 U.S.C. §12686(a), if I serve the period of AD now being offered to me and which is the subject of this waiver (from (DATE) to (DATE) at (LOCATION)), I will then be serving on AD within 2 years of becoming eligible for retired pay under the military retirement system. After I enter that 2-year sanctuary, I cannot be involuntarily released from AD, without approval by the Secretary of the Air Force (SAF), before I become eligible for retired pay.

2. I understand that in order for me to serve this AD period, which would bring me within the sanctuary protection, I must waive my right to the sanctuary protection, which would otherwise apply to me.

3. This waiver, shown by my signature below, means I will not receive sanctuary protection even though I will be serving on AD within 2 years of becoming eligible for retired pay. Therefore, I may be released from AD without the SAF approval even though serving on AD within 2 years of becoming eligible for retired pay.

4. I also understand that my waiver submitted here nor any order requiring me to perform further voluntary service on AD is effective until and unless this waiver is approved in writing by National Guard Bureau, Force Management (NGB/A1POF) as delegated by the Secretary of the Air Force (SAF).

I, (Typed, Rank, Name, SSN) voluntarily waive my right to invoke sanctuary as provided under Title 10, U.S.C. §12686 (b).

(Please initial each statement)

I have read the above explanation and have been fully counseled on the impact that it has on my participation.

I understand that by waiving my right to sanctuary for an AD retirement I am allowed to perform an Active Special Work (ADSW) or Manpower Personnel Authorization (MPA) or temporary Active Guard/Reserve (AGR) tour of less than 180 days.

I understand that while performing the approved tour I may not claim sanctuary.

I understand that for each type of AD tour or extension thereof that I request, except Active Duty for Training (ADT), a new waiver will be required and accomplished.

I understand that my AD tour will not begin until I have proper approval from the SAF or designee.

I understand that this tour, may not be extended beyond 179 days.

I understand that this written document will be filed at NGB/A1POF and in my electronic Automated Records Management System (ARMS) record as evidence that I have waived my right to sanctuary protection.

Member's Full Signature and Date

Witness Signature

1st Ind, Unit Commander Date

Wing Commander State/Territory JFHQ-ANG In Turn

MEMORANDUM FOR NGB/A1POF

I support the action of requester to waive his sanctuary protection to perform the above voluntary tour of AD.

Cc: Individual

2nd Ind, NGB/A1POF Date

Recommend Coordination

Privacy Act Statement: Under the Privacy Act of 1974, Title 5 U.S.C. § 552(a) (2000), the release of your SSN is for identification purposes and voluntary.

SAMPLE 1095 DAY ANALYSIS

MEMORANDU FOR NGB/HR

FROM: UNIT

SUBJECT: 1095 Day Analysis for RANK/NAME

Air National Guard (ANG) personnel performing Active Duty for Operation Support (ADOS) or Full TimeNational Guard Duty (FTNGD) exceeding 1,095 days during the previous 1,460 days must be counted against either the Active Component (AC) or Active Guard and Reserve (AGR) end strengths consistent with tour funding.

Per National Guard Bureau (NGB)/A-1 Memorandum dated 20 October 2011, SUBJECT: NGB/A-1Guidance on Air National Guard (ANG) 1,095 Program Management; applicable tours are those under Title 10 U.S.C. 12301(d), Title 32 U.S.C. 502(f), and Title 32 Special Training (ST) orders utilized for operational support. All Counterdrug orders are exempt from 1,095 accounting.

As of the projected end date of the tour and going back 1,460 days, member has performed XXXXX days which fall under this program.

We understand that if the member exceeds 1095, a waiver will be required prior to orders being issued. The member and the state are responsible for submitting the waiver IAW NGB/A1's guidance. The waiver process can take up to 60 days for final approval.

Signature

Common Questions

Q: If selected how does the state cut my orders over the FY?
A: FM POC: If the intent of the order is for the member to be on an order for over 180 days – TDY with PCS entitlements - then the order should be cut for the entire period and place the statement below on the order. "Authorizations to cite the next fiscal year does not constitute authorizations to obligate funds until approved by Congress"

If no days are available after 30 Sep of that year then the order can be cut back and the member would still be entitled to be PCS'd back to the HOR.

Q: Is it Mandatory for ADOS Airman to attend ANGRC in-processing?
A: HR POC. Yes. As of 1 Feb 2016.

Q: Do Guard members assigned on a permanent or temporary basis to support the National Guard Bureau have to be in Title 10 Status?
A: Varies: See CNGBI 301 01 20120423 para 4. However, for this ADOS tour, the Airman will be in Title 10 Status. http://www.ngbpdc.ngb.army.mil/pubs/CNGBI/CNGBI.htm

Q: Can I be promoted while on an ADOS tour?
A. POC A1. Yes. Airman are TDY to these locations and still assigned to the state. Any promotion action would be processed through the STATE.

Q: Do I receive an Evaluation for the ADOS tour?
A: POC A1. The State is still responsible for any Evaluations that close out during this timeframe.

Q: Is this a PCS?
A: POC: FM –A tour over 180 days receives "PCS entitlements". This includes movement of household goods and DEERS associated Family members. Airman and Family must meet all medical qualifications if the location requires.

Q: Is there an API code associated with the tour?
A: POC A1: No. Airman are still assigned to their State. There is not a Unit Manning Document Position assigned to ADOS tours.

Q: Is Tuition Assistance available while on an ADOS tour:
A: POC A1 / 11 FSS Varies: May be available while on Title 10 Orders dependent upon funding and length of tour.

Q: Do I out process my Base?
A: Airman must utilize the unit and base out processing for a TDY. Remember Airman remain assigned to the State during these tours.

****THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.**

PCS ENTITLEMENTS

- **PCS entitlements for a member on ADOS orders PCSing for more than 180 days and Outside the Local Commuting Area as identified in DOD Directive Number 4515.14.**
- **During a PCS a member may elect to:**
  - Travel by privately-owned conveyance (POC), or
  - Personally procured transportation by common carrier or
  - Be provided transportation in kind
- **Allowable Travel Time:**
  - When Traveling by POV, a member is authorized 1 travel day per 350 miles traveled. The distance is determined by the number of miles between the zip code at the old PDS and the zip code at the new PDS. An additional travel day is allowed when there is an excess of 51 miles. When the total official distance is 400 miles or less, 1 travel day is allowed
- **Mileage Rates:**
  - A member can be reimbursed mileage for up to 2 vehicles
  - Authorized Traveler: $0.23 per mile
  - Additional travelers in the same vehicle: $0.02 per mile
- **Per diem (MALT):**
  - Member is paid a flat rate of $129 per authorized travel day. If the member utilizes only 1 travel day the member is paid only 75% of the $129
  - Dependents 12 years and older receive 75% of the member's MALT
  - Dependents under 12 years old receive 50 % of the member's MALT
- **Household Goods Transportation and Storage:**
  - When a member is directed to PCS they are entitled to transportation and/or storage of household goods at the government's expense. The member's weight allowance depends on the member's rank and dependency status.
- **Personally Procured Transportation U5630 (PPM):**
  - Member may elect to transport his or her own HHGs. The member is paid a percentage of what it would have cost the government to move the member. The reimbursement is taxable. The member must coordinate their PPM through TMO first. Please see your local TMO for details.

- **Temporary Lodging Expense Allowance**
  - TLE partially offsets the added living expenses incurred incident to a PCS. TLE includes per diem for lodging and meals. Rates are determined by the per diem rate for the area in which the member lodges. The member must use government lodging or receive a non-availability statement if lodging is available at the new PDS or old PDS.
  - Member is paid up to 10 days for a PCS to a CONUS location (member may split the days between the old and new PDS)
  - Member is paid 5 days for a PCS from the CONUS to OCONUS (and vice verse)
- **Dislocation Allowance JFTR (5600)**
  - DLA is to partially reimburse a member (with or without dependents) for expenses incurred relocating a household during a PCS. The amount is based on the member's rank and dependent status. A member may receive only 1 DLA payment per fiscal year.
  - **Entitled to DLA**
    - Active duty more than 20 weeks in one location, accepts PCS & move to new assignment with dependents or move dependents Examples: Training School, Stat Tours and Mobilization /MPA
    - On the first PCS if dependents relocate with the member
    - On second PCS if members is quartered off base
  - **Not Entitled to DLA**
    - Release Active Duty after more than 20 weeks at one location, return trip home with dependents
    - Leave Active Duty to take AGR job last PCS the member is moving for their convenience and not government
    - Leave AGR job to transfer to another unit