

Application Package Checklist

Name:
DoD ID:

Rank:
Unit:

UIC:

- Resumé**
- DA Form 1058 (dated SEP 2017)** - Application for ADOS Orders (see “HOW TO” for additional instruction)
 - Approved and signed by unit commander
 - Readiness NCO verify all information, sign and date by “records custodian”
 - Form accepted by Air Force members as well
- Commander’s Letter of Recommendation**
 - Signed by current unit Commander
 - Units will carry these individuals as “Constructive Attendance” on the DA Form 1379 for purposes of accountability
- Security Clearance Verification Statement Memo** (from unit security manager)
 - Must clearly state:
 - Clearance type
 - Type of investigation
 - Date clearance granted
 - Date investigation completed
 - Date clearance will expire
- Police Record Check DD Form 369 (APR 2019)** **must be run and checked by COUNTERDRUG PROGRAM**
 - Fill and sign SECTION I & II (Blocks 1-9, sign block 11)
 - Submit the signed copy to Counterdrug Program
- Army National Guard**
 - Individual Medical Readiness (IMR) print-out from AKO (see “HOW TO” for print-out instruction)
 - PT test - DA Form 705
 - HT/WT - DA Form 5500/5501, if required
- Air National Guard**
 - PIMR - Preventive Health Assessment and Individual Medical Readiness
 - Air Force Fitness Management Printout
- HIV Test** (within 2 years prior to start date of duty)
- Pregnancy Test** (For orders 30 days or more, Female only)
 - Must be conducted 15 days prior to duty (AR 40-501, para. 10-6)
- NO pre-existing or outstanding medical issues that require follow-up, to include a temporary profile**
- Permanent Profile – DA Form 3349**, if applicable
 - DA Form 3349 (Army NG)
 - AF Form 422 (Air NG)
- Retirement Points Accounting Management RPAM – 23A** (print out within 30 days of packet submission)
- Yearly training calendar from the SM unit of assignment**

HOW TO:

❖ **DA Form 1058 (dated SEP 2017) - Application for ADOS Orders**

a. PART I - APPLICANT:

- Block 1: Counterdrug Program HQ @ 4105 Reedy Creek Road, Raleigh, NC 27607
- Block 2b: If Air Force, leave blank and add "ANG" to remarks in block 31
- Block 19a: In the "NUMBER OF DAYS" block add from date the form is signed by you to end of fiscal year. "BEGINNING DATE/TIME" is the date you signed the form. Find the "LOCATION" from job announcement.

b. PART II – RECORDS CUSTODIAN: (Unit can assist)

- Complete blocks out block 21-33c
- Signed by unit commander and records custodian.

c. ****IMPORTANT** Block 31 REMARKS** – the **highlighted** writing must be added in the block 3. It is used to identify if any break is needed prior to start of duty.

ADDITIONAL REMARKS:

Identify Break in Service. Used to verify last 31-Day Break in Active Federal Service (AFS)

- (a) Beginning Date of the most recent break in AFS of 31 days or more: _____
- (b) Ending Date of the most recent break in AFS of 31 days or more: _____
- (c) Numbers of Days _____

❖ **DD Form 369 (dated APR 2019)**

a. SECTION I

- Complete blocks 1-9
 - Ensure to input the date (block 1 at the top of the form)
 - Ensure to spell out all names in block 2, **no initials.**
 - If married, include your maiden name in block 2.
 - Ensure to mark both 6a (Ethnic Category) and 6b (Racial Category)
 - Leave block 10a-d blank.

b. SECTION II

- Sign block 11.

❖ **Medical Protection System (MEDPROS) - Individual Medical Readiness (IMR)**

- a. Log into AKO => Self Service => My Medical => click on "MEDPROS"
- b. Under forms "IMR record" and print (print out needs to be **within 30 days** of packet submission)