

Active Duty Operational Support–Reserve Component (ADOS-ADMIN)

Completed Packets must be submitted at least 120 days before requested start date

Rank :	Soldier's Name (Last, First):	FULL SSN:	
AKO Email:		Current Unit:	
State:	Home/ Cell Phone:	Projected Start Date: (DDMMYYYY)	Projected End Date: (DDMMYYYY)
Sponsoring Div/Branch/MACOM:	DEPENDENTS: YES/NO	PEBD: (DDMMYYYY)	MOS
FLPP YES/NO	Total years (Active Federal Service)	Length of Tour:	Circle one New Hire / Roll Over
	Total years		
UNIT POC'S E-mail Address		UNIT'S TEL.	

SPONSOR/SOLDIER WILL COMPLETE:

- Completed DA Form 1058-R – **Completely filled to include block 35 with ALL signatures**
 - RPAS(NGB Form 23A)- **Within 6 months of start date**
- **No more than 17 years of Active Duty Service**
 - Pregnancy Test Results - **For ALL FEMALES New Hires or Renewal, a negative result within 15 days of tour start date**
 - Security Clearance – **Within 2 months of start date**
- **Required by ALL Officer and if job requirements specify**
 - DA 705 (PT Card) – **New Hire with 6 months of start date**
- **Renewal within 6 months of start date**
 - MEDPROS Report – **HIV within 2 years**
- **PHA within 1 year of start date**
- **Copy of DA Form 3349 Permanent Profile**
- **Soldiers on TEMPORARY PROFILES ARE NOT ALLOWED ON TOUR**
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