

ADOS Orders Checklist – Including FTE / MOB Augmentees

- _____ ADOS Statement of Understanding (revised Aug 2013)
- _____ ARNG Format 1058-1R (revised Aug 2013)
- _____ DA Form 1058-R
- _____ ADOS Supervisor's Memo
- _____ PHA and HIV results, within 1 year; no open medical issues (e.g., LOD; FFDE; MEB/PEB)
- _____ Pregnancy test, within 30 days (females)
- _____ Retirement Points Statement (RPAM)
- _____ DA Form 705, with DA Form 5500 / 5501 if applicable (SIDPERS must be updated)
- _____ Suspension of Favorable Personnel Actions Memo, signed by unit Commander or designee
- _____ Personnel Qualification Record (PQR)
- _____ Civilian Employment Index (CEI) update certificate
- _____ Approval Memo, signed by unit Commander
- _____ Approval Memo, signed by unit Administrative Officer (AO) if SM is a Technician
- _____ DA Form 5960, with proof of residence and dependents (and of child support if applicable)
- _____ Provost Marshal's Office (PMO) Security Screening Packet
- _____ Request for Orders (RFO)

UNIT POC: _____ DATE _____

BN / SQN / SEP. UNIT POC: _____ DATE _____

MSC S3 POC: _____ DATE _____

MSC S1 POC: _____ DATE _____