

# ENROLLMENT AND CONTRACTING CHECKLIST

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Contract Type: Line / GRFD

Scholarship / Non-Scholarship / STEM / Nurse

Mission Set: \_\_\_\_\_

## ENROLLMENT PHASE

**Trigger:** Cadet enrolls in the Penn State Army ROTC Classes and wants to pursue a commission

- \_\_\_\_\_ Cadet Command Form 139-R – Cadet Enrollment Record, Parts I-V AND VIII (Basic Course Enrollment Only)
- \_\_\_\_\_ Cadet Command Form 136-R – Government Sponsored Benefits
- \_\_\_\_\_ Cadet Command Form 137-R – Parental Access to Records
- \_\_\_\_\_ Birth Certificate / Naturalization Certificate (Copy)
- \_\_\_\_\_ DA Form 3425R – Medical Fitness Form
- \_\_\_\_\_ Unofficial Transcripts – College and/or High School (validates full-time University enrollment)
- \_\_\_\_\_ Cadet Data Entry into CCIMM

## QUALIFICATION PHASE

**Trigger:** Cadet is enrolled and Cadre member supports contract/scholarship vetting (pre-board)

- \_\_\_\_\_ APFT Card – (Within the current semester)
- \_\_\_\_\_ Cadet Command Form 131-R – Cadet Request for a waiver (Civil Conviction, Dependent, Academic, etc. – if applicable)
- \_\_\_\_\_ Cadet Command Form 104-R – Planned Academic Worksheet (signed by Cadet and University Advisor)
- \_\_\_\_\_ DODMERB Request – (If applicable – Complete and turn in to HRAs)

## VALIDATION PHASE

**Trigger:** Cadet formally offered a contracting spot in the NLB, either scholarship or non-scholarship (post-board)

- \_\_\_\_\_ Cadet Command Form 139-R – Cadet Enrollment Record, Parts VI (Scholarship) or VII (Non-Scholarship) AND VIII
- \_\_\_\_\_ Cadet Command Form 104-R – Planned Academic Worksheet Validation (ROO initials)
- \_\_\_\_\_ Cadet Command Form 167-R – Scholarship Accept/Decline (if applicable)
- \_\_\_\_\_ Scholarship Award Notification Letter (if applicable)
- \_\_\_\_\_ Scholar / Athlete / Leader CCIMM Blocks Checked (Confirm SAL Qualifications in CC Pam 145-1 App L)
- \_\_\_\_\_ DODMERB or MEPS Conversion Printout – (qualified and/or waived)
- \_\_\_\_\_ DD Form 4 Series – Prior/Current Service Enlistment Document (Home Unit)
- \_\_\_\_\_ DD Form 214 / DD Form 220 – (if prior service)
- \_\_\_\_\_ Cadet Command Form 202R (Non-Scholarship) or 203R (Scholarship) – GRFD Endorsement
- \_\_\_\_\_ DA Form 4824-R (Reserves) or NGB 594-1R (National Guard)
- \_\_\_\_\_ LOA (Letter of Acceptance to reserve unit for SMP)
- \_\_\_\_\_ CC Form 227-R Request for GRFD Non-Scholarship Control number (if applicable)

CADRE

HRA

## Pre Contracting Documentation

- \_\_\_\_\_ SF 1199 – Direct Deposit Form
- \_\_\_\_\_ Dentist Information Form
- \_\_\_\_\_ SSN Card (copy)
- \_\_\_\_\_ Selective Service Number (males)
- \_\_\_\_\_ Passport (copy – if applicable)
- \_\_\_\_\_ SF 86 – Security Clearance Worksheet & DD 369 Police Record Check (if not already completed for MEPS, highly encouraged)

## CONTRACTING DAY

**Trigger:** Cadet completion of pre-contracting documentation and notification from a HRA

- \_\_\_\_\_ Foreign Language Worksheet
- \_\_\_\_\_ DD Form 2058 – State of Legal Residence
- \_\_\_\_\_ DD Form 93 – Record of Emergency Data
- \_\_\_\_\_ SGLV 8286 – Service Members' Group Life Insurance Election and Certificate
- \_\_\_\_\_ Form W-4 – Employee's Withholding Allowance Certificate (for current year)
- \_\_\_\_\_ USACC Form 145-1-4, Specialty Scholarship Counseling Form
- \_\_\_\_\_ DD Form 2005 – Medical Privacy Act
- \_\_\_\_\_ DD Form 4 Series – Enlistment Document (USAREC/ARNG Recruiters execute SMP Cadets)
- \_\_\_\_\_ DA Form 597 (Non-Scholarship) or 597-3 (Scholarship)