 **Contracting Checklist**

Cadet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrollment**

\_\_\_ CC 136-R - Briefing on Government Sponsored Benefits

\_\_\_ CC 137-R - Authorization for Access to Student Records

\_\_\_ CC 139-R - Cadet Enrollment Record

\_\_\_ CC 104-R - Academic Worksheet– signed by the advisor

\_\_\_ DD 2005 - Privacy Act Statement – Health Care

**Additional Requirements**

**\_\_\_** DODMERB Physical - DA 2807-2/2808 (stamped qualified)

\_\_\_\_ MEPS Physical for SMP if under 1 year old

\_\_\_ Copy of Transcripts (unofficial must show cumulative GPA)

\_\_\_ Copy of Birth Certificate or Naturalization Certificate

\_\_\_ Copy of Social Security Card

\_\_\_ Copy of Selective Service Number (males) <https://www.sss.gov/verify/>

\_\_\_ Copy of SAT/ACT Scores

\_\_\_ Copy of COVID-19 Vaccination Record Card

\_\_\_ DD 93 – Record of Emergency Data (Copy from unit, if SMP)

\_\_\_ DD 369 – Police Record Check

\_\_\_ Physical Fitness Test & Height/Weight Verification

**Finance**

**\_\_\_** SF 1199A - Direct Deposit orFast Start Direct Deposit

\_\_\_ W4 – Income Tax Withholding (current year)

\_\_\_ DD 2058 – Legal Residence

\_\_\_ SGLV 8286 – Service Members Group Life Insurance (Copy from unit, if SMP)

**SMP (If applicable)**

**\_\_\_** DD 4 –Enlistment/Reenlistment Document

\_\_\_ DD 214 – Completed Basic/AIT or DD 220 – Completed Basic

\_\_\_ National Guard – NGB 594-1 – SMP Agreement

\_\_\_ Reserve – 4824-R – SMP Agreement and Unit Letter of Acceptance

\_\_\_ CC Form 203 – GRFD Scholarship Endorsement

**Office Use Only**

\_\_\_ DA 597 or 597-3 – Cadet Contract (DA 597 for Non-Scholarship)

\_\_\_ DD 4/1 – Enlistment/Reenlistment for ROTC

\_\_\_ CC 167R - Scholarship Acceptance

\_\_\_ Upload Complete in CCIMMS

**Contract Information Sheet**

Please complete the provided documents in packet.

Don’t forget we will also need you to complete your DODMERB.

Once all is received/completed we will process immediately.

**Enrollment Documents**

\_\_\_ CC 132-R – Statement of Understanding Dependency

\_\_\_ CC 133-R – Privacy Act Statement, Army Senior ROTC Disenrollment Proceedings

\_\_\_ DD 2983 – Recruit/Trainee Prohibited Activities Acknowledgment

\_\_\_ SF 86 – Questionnaire for Nation Security Positions

* Please note this is only to prepare you to input the information when your security clearance investigation initiates. This process is done through a web data base after contracting

**NG/RES/SMP**

* You will be able to access your DD 4, DD 214, DD 93 and SGLV in your records
* SMP Forms for both National Guard and Reserves are completed by your Unit
* If your MEPS physical is less than 1 year old you do not need to complete DODMERB

**Additional Information**

Some of the documents only need certain information to complete, please follow the steps below for the specified.

**Form W-4:**

* Fill out Step 1
* Step 3
* Step 4: 0 in each box
* Step 5: Sign and date

**SGLV 8286:** Ask for an example to be sent via e-mail.

**DD93:**

* Fill out Steps 1,2 3, 4a,4b, 6a, 6b, 7a, 7b, 11a, 12a and 13a
* 4a&5 (if applicable)
* Sign in block 15, Cadre will sign block 16 and date in 17

Take note of the “Copy” needed in the Contracting Checklist.

Please bring originals in office to make those copies.

**Packet completion is your responsibility**, failure to provide all documents in the prescribed time will result in your contract and or scholarship not processing. COMPLETE THIS ASAP, ask questions if needed.