

- \* DD Form 220 Active Duty Report (if applicable)
- \* DD Form 214 Certificate for Release or Discharge from Active Duty (10 copies) (if applicable)
- \* DA Form 597 Army Senior ROTC Cadet (scholarship or non-scholarship) Contract (if applicable)
- \* National Guard Contract Army Reserve Enlistment/Reenlistment (if applicable)
- \* DA Form 4 Series (if applicable)
- \* NGB 584-1(R) National Guard Simultaneous Membership Program (if applicable)
- \* DA Form 4824-R ROTC SMP (if applicable)
- \* DA Form 71 Oath of Office (10 copies)
- \* DD Form 1610 Travel Order (20 copies)
- \* DA Form 31 (Leave Form)
- \* Marriage Certificate (if applicable)
- \* Adoption paper work (if applicable)
- \* Proof of dependency (if applicable)
- \* Copies of all orders and amendments (20 copies)
- \* Any documentation supporting a court- ordered, child support settlement for pay reasons. (if applicable)
- \* SF 1199A Direct Deposit Form, LES, or Banking Information
- \* Commissioning Physical
- \* Medical Records
- \* Dental Records
- \* Common Access Card (ID Card)
- \* Drivers License, Vehicle Registration and Proof of Insurance
- \* Next Of Kin (NOK) Information
- \* Copy of Lease/Rental or Mortgage Agreement