

## CADET ENROLLMENT / CONTRACTING CHECKLIST

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
 CAMPUS: \_\_\_\_\_  
 MSN SET: \_\_\_\_\_ REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

Minimum requirements for enrollment in the program			
1	English Comprehension Level Test (ECLT) Score _____/Date: _____ (60 pts minimum to join program)		
2	Cadet Mini-Registration (May 19)		
3	DA 3425-R (Medical Statement for Enrollment in Basic Course, Senior ROTC) (Sep 1968) (for MS I & MS II)		
4	USACC 139-R (Cadet Enrollment Record) (Apr 19)		
5	Dental Exam Requirement Form		
6	Birth Certificate, Social Security Card, and Vaccination record (Copies)		
7	CC 136-R (Briefing on Government Sponsored Benefits for ROTC Cadets) (Aug 01)		
8	CC 137-R (Authorization/Declination for Access to Student Records), (Aug 02)		
Minimum requirements for conditional contracting			
9	Physical Exam (If PS,* copy < 2 years old, w/ item 77 certified by MTF / ROTC duty; must also have SMP agreement [see block __ below]; if NPS,** must schedule DoDMERB)		
10	ECLT Score: ____ (85 min.) & OPI Score: _____ (2/2 min.) (From English Dept.; UVI students are exempt) <b>ESL Crs Counseling</b> _____		
11	DA 705 (Army Physical Fitness Test Scorecard) (Nov 2009) (60 point minimum on each event)		
Documents required for contracting			
12	CC 104-R (Planned Academic Program Worksheet) (Aug 13)		
13	College Transcript, Copy; H.S. Transcript (GPA: _____)(2.5 term/cumulative GPA minimum)		
14	SF 1199A (Direct Deposit Sign-up Form) (Aug 12)		
15	Performance Counseling (IAW CC 145-1)		
16	DD 2058 (State of Legal Residence) (Feb 77)		
17	W-4 (Current Year)		
18	SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) (Oct 17)		
19	DD 93 (Record of Emergency Data) (Jan 08)		
20	DD 369 (Police Record Check) (Mar 07)		
21	Possesses ID Card, ID Tags & AKO account (PS)		
22	Scholar / Athlete / Leader (SAL) Assessment		
23	DD Form 2005 - Privacy Act Statement - Health Care Records		
24	SMP Agreement (ARNG: NGB 594-1 (Mar 2014)) / (USAR: DA 4824-R (Apr 2005))		
25	DD 4/1 & 4/2 (Enlistment/Reenlistment Document) (Oct 07)		
26	DD 214 (Certificate of Release or Discharge from Active Duty) (Feb 00), Copy 4 (PS)		
27	Security Clearance. PS: Y / N. (If applicant possesses a clearance, attach JPAS printout)		
28	Will require a waiver? Y / N (If Yes, specify: _____).		
29	AKO Account (created by cadre)		
30	Will compete for AD or RD? ____ (If RD, will be interested in GRFD?) Y / N		
31	PMS Contract Interview Date (Schedule appointment with the Secretary)		