

---Contracting Checklist---

Name _____ Phone _____ E-mail _____
NG _____ Reserve _____

- *CC 139R (Cadet Enrollment Record- complete page 1&2)
- *CC 136 (Government Benefits)
- *CC 137 (Authorization to access student records)
- *DD form 2983 (Recruit/Trainee Activities Acknowledgement)
- *DA 3425-R (med. fit. statement: if don't have approved DODMERB)
- *Birth Certificate (Must see original document)
- *Social Security Card (Must see original document)
- College Transcripts (originals form each school attended)
- High School Transcripts
- SAT/ACT results
- CC 104R (Academic evaluation/plan)
- Physical Fitness (PT card)
- SAL Sheet (Hair _____; Eye _____; Blood _____)
- Language questionnaire
- PME requirement
- Dental Form
- DD 93 (Record of emergency data)
- SGLI (life insurance)
- SF 1199A (direct deposit)
- W4 (with holdings: current year)
- DD form 2058 (state of legal residence)
- DODMERB (***)submitted after all other documents are turned in)
- DD form 2005 (Privacy act statement: health records)
- Pre-contract checklist (completed prior to contracting)
- Enlistment contract (Reserve/NG only)
- SMP documents
 - o Reserve: DA 4824 and Letter of acceptance from Company Commander
 - o National Guard: NGB 594-1
 - o MEPS physical is required for all SMP prospects
- DD 214 (prior service only)

Waivers Required

AGE, Civil conviction, Dependency, RE Code, Time in Service, Medical, AFS, Other _____

Notes:

*Indicates forms required to receive Army equipment & participate in Fitness or Field Training