

OCS IN-BRIEF CHECK OFF SHEET/Processing Tracker

CLASS # _____

FULL NAME: _____

SF CASE # _____

FULL SSN: _____

DEPENDENTS: YES / NO

*****FILE IN ORDER OF CHECKLIST FOR STANDARDIZATION*****

****CONTACT YOUR NTAG / RECRUITER / PREVIOUS COMMAND FOR MISSING DOCUMENTS UPON CHECK-IN****

HOMERS (Civilians without Prior Military Service) / PRIORS (Reservist coming on Active Duty) DARK BLUE FOLDER	COLLEGIATE (NUPOC/CEC) GREEN FOLDER
<p><u>REQUIRED DOCUMENTS FOR STUDENT TO PROVIDE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Orders <input type="checkbox"/> SSN (provide copy) <input type="checkbox"/> Birth Certificate (provide copy) <input type="checkbox"/> Naturalization Certificate/Passport (Non US Citizens Only) (provide copy) <input type="checkbox"/> Transcripts (provide copy) <input type="checkbox"/> NAVCRUIT 1131 Service Agreement with Paygrade assigned <input type="checkbox"/> DD4 Enlistment/Reenlistment Armed Forces of the United States <input type="checkbox"/> DD214 Prior Military Service (If applicable) <input type="checkbox"/> DD368 Conditional Form of Release (If applicable – For prior service other than Navy) <input type="checkbox"/> NAVPERS 1070/885 Points Capture/ASOSH (Reserves Only) <input type="checkbox"/> Current Lease Agreement/Mortgage (Selected Reserves Only) <input type="checkbox"/> Signed Evaluation from previous command (Selected Reserves Only) <p><u>REQUIRED DOCUMENTS IN FOLDER</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> DD214 Worksheet <input type="checkbox"/> DD93 Record of Emergency Data <input type="checkbox"/> W4 Employee’s Withholding Certificate <input type="checkbox"/> SF 1199 Direct Deposit Sign-Up Form with a voided check <input type="checkbox"/> DD2508 Statement of Legal Residence <input type="checkbox"/> Tax Exemption for States: CT, NJ, NY, OH, MO, OR <p><u>STUDENTS WITH DEPENDENTS ONLY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NAVPERS 1070/602 Dependency Application <input type="checkbox"/> Marriage Cert (Provide Copy) <input type="checkbox"/> Birth Certificates for Dependents (Provide Copy) <input type="checkbox"/> Custody / Divorce court order (If applicable) <input type="checkbox"/> DD1561 Family Separation Allowance 	<p><u>REQUIRED DOCUMENTS FOR STUDENT TO PROVIDE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Detached Stamped Orders by NTAG <input type="checkbox"/> Naturalization Certificate/Passport (Non US Citizens Only) (provide copy) <input type="checkbox"/> Transcripts with Confer/Graduation Date (provide copy) <input type="checkbox"/> NAVCRUIT 1131 Service Agreement with Paygrade assigned <input type="checkbox"/> DD4 Enlistment/Reenlistment Armed Forces of the United States <input type="checkbox"/> DD214 Prior Military Service (If applicable) <p><u>REQUIRED DOCUMENTS IN FOLDER</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> DD214 Worksheet <input type="checkbox"/> DD93 Record of Emergency Data <p><u>STUDENTS WITH DEPENDENTS ONLY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NAVPERS 1070/602 Dependency Application <input type="checkbox"/> Marriage Cert (Provide Copy) <input type="checkbox"/> Birth Certificates for Dependents (Provide Copy) <input type="checkbox"/> Custody / Divorce court order (If applicable) <input type="checkbox"/> DD1561 Family Separation Allowance <p><u>ONLY IF NOT PAID YET</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> W4 Employee’s Withholding Certificate <input type="checkbox"/> SF 1199 Direct Deposit Sign-Up Form with a voided check <input type="checkbox"/> DD2508 Statement of Legal Residence <input type="checkbox"/> Tax Exemption for States: CT, NJ, NY, OH, MO, OR
FLEETERS (Coming Directly from NAVY fleet. i.e No Break in Service) LIGHT BLUE FOLDER	FLEETERS IN COLLEGIATE (NUPOC/CEC) PROGRAM TEAL FOLDER
<p><u>REQUIRED DOCUMENTS FOR STUDENT TO PROVIDE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Detach Stamped Orders <input type="checkbox"/> NAVCRUIT 1131 Service Agreement with Paygrade assigned <input type="checkbox"/> DD4/Enlistment Documents (Include Ext/Reenl doc if unapproved) <input type="checkbox"/> DD214 Prior Military Service (if applicable) <input type="checkbox"/> Verification of Military Education & Training (VMET) or Joint Service Transcripts (JST) <input type="checkbox"/> Signed RED/DA from previous command <input type="checkbox"/> Signed Evaluation from previous command <p><u>REQUIRED DOCUMENTS IN FOLDER</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> DD214 Worksheet (Do not include awards) <p><u>STUDENTS WITH DEPENDENTS ONLY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> DD1561 Family Separation Allowance (For ACC: 341 only) 	<p><u>REQUIRED DOCUMENTS FOR STUDENT TO PROVIDE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Detach Stamped Orders <input type="checkbox"/> College transcripts with Confer/Graduation Date (provide copy) <input type="checkbox"/> NAVCRUIT 1131 Service Agreement with Paygrade assigned <input type="checkbox"/> DD4/Enlistment Documents (Include Ext/Reenl doc if unapproved) <input type="checkbox"/> DD214 Prior Military Service (if applicable) <input type="checkbox"/> Verification of Military Education & Training (VMET) or Joint Service Transcripts (JST) <input type="checkbox"/> Signed RED/DA from previous command <input type="checkbox"/> Signed Evaluation from previous command <p><u>REQUIRED DOCUMENTS IN FOLDER</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> DD214 Worksheet (Do not include awards) <p><u>STUDENTS WITH DEPENDENTS ONLY</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> DD1561 Family Separation Allowance