

Student Copy – Please Take With You and Retain for Reference After INDOC Brief

FULL NAME: _____

CLASS # _____

FILE IN ORDER OF CHECKLIST FOR STANDARDIZATION

HOMERS (Civilians without prior military service)/PRIORS DARK BLUE FOLDER	COLLEGIATE (NUPOC/CEC) GREEN FOLDER
<p>STUDENT provides from Service Record/Recruiter/Prior Command</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Orders <input type="checkbox"/> <input type="checkbox"/> SSN (provide copy) <input type="checkbox"/> <input type="checkbox"/> Birth Certificate (provide copy) <input type="checkbox"/> <input type="checkbox"/> Naturalization Certificate/Passport (Non US Citizens Only) (provide copy) <input type="checkbox"/> <input type="checkbox"/> Transcripts (provide copy) <input type="checkbox"/> <input type="checkbox"/> NAVCRUIT 1131/120 Service Agreement <input type="checkbox"/> <input type="checkbox"/> DD4 Enlistment/Reenlistment Armed Forces of the United States <input type="checkbox"/> <input type="checkbox"/> DD214 Prior Military Service (as applicable) <input type="checkbox"/> <input type="checkbox"/> DD368 Conditional Form of Release (prior sister service - as applicable) <input type="checkbox"/> <input type="checkbox"/> NAVPERS 1070/885 Points Capture/ASOSH (Reserves) <p>STUCON provides form and STUDENT fills out and returns to STUCON</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> <input type="checkbox"/> DD214 Worksheet <input type="checkbox"/> <input type="checkbox"/> DD93 Record of Emergency Data <input type="checkbox"/> <input type="checkbox"/> W4 Employee's Withholding Certificate (IF NOT PAID YET) <input type="checkbox"/> <input type="checkbox"/> SF 1199 Direct Deposit Sign-Up Form (IF NOT PAID YET) <input type="checkbox"/> <input type="checkbox"/> DD2508 Statement of Legal Residence (IF NOT PAID YET) <input type="checkbox"/> <input type="checkbox"/> Tax Exemption for States: CT, NJ, NY, OH, MO, OR <p>STUCON provides form - ONLY Applicable to STUDENT that have DPNDTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> NAVPERS1070/602 Dependency Application <input type="checkbox"/> <input type="checkbox"/> Marriage Cert (Student provides copy as applicable) <input type="checkbox"/> <input type="checkbox"/> Birth Certificates (for all Dependents) (Student provides copies) <input type="checkbox"/> <input type="checkbox"/> DD1561 Family Separation Allowance <input type="checkbox"/> <input type="checkbox"/> NAVPERS 1070/613 BAH PG13 	<p>STUDENT provides from Service Record/Recruiter/NRD</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Orders (not stamped) <input type="checkbox"/> <input type="checkbox"/> Naturalization Certificate/Passport (Non US Citizens Only) (provide copy) <input type="checkbox"/> <input type="checkbox"/> Transcripts with Confer/Graduation Date (provide copy) <input type="checkbox"/> <input type="checkbox"/> NAVCRUIT 1131/120 Service Agreement <input type="checkbox"/> <input type="checkbox"/> DD4 Enlistment/Reenlistment Armed Forces of the United States <input type="checkbox"/> <input type="checkbox"/> DD214 Prior Military Service (as applicable) <p>STUCON provides form and STUDENT fills out and returns to STUCON</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> <input type="checkbox"/> DD214 Worksheet <input type="checkbox"/> <input type="checkbox"/> DD93 Record of Emergency Data <input type="checkbox"/> <input type="checkbox"/> W4 Employee's Withholding Certificate (IF NOT PAID YET) <input type="checkbox"/> <input type="checkbox"/> SF 1199 Direct Deposit Sign-Up Form (IF NOT PAID YET) <input type="checkbox"/> <input type="checkbox"/> DD2508 Statement of Legal Residence (IF NOT PAID YET) <input type="checkbox"/> <input type="checkbox"/> Tax Exemption for States: CT, NJ, NY, OH, MO, OR <p>STUCON provides form - ONLY Applicable to STUDENT that have DPNDTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> NAVPERS 1070/602 Dependency Application <input type="checkbox"/> <input type="checkbox"/> Marriage Cert (Student provides copy as applicable) <input type="checkbox"/> <input type="checkbox"/> Birth Certificates (for all Dependents) (Student provides copy) <input type="checkbox"/> <input type="checkbox"/> DD1561 Family Separation Allowance <input type="checkbox"/> <input type="checkbox"/> NAVPERS1070/613 BAH PG13
FLEETERS (Coming directly from NAVY fleet. i.e no break in srvc) LIGHT BLUE FOLDER	FLEETERS IN COLLEGIATE (NUPOC/CEC) PROGRAM TEAL FOLDER
<p>STUDENT provides from Service Record/Prior Command</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Detach Stamped Orders <input type="checkbox"/> <input type="checkbox"/> NAVCRUIT 1131/120 Service Agreement <input type="checkbox"/> <input type="checkbox"/> DD4/Enlistment Documents (original + any reenlistment) <input type="checkbox"/> <input type="checkbox"/> DD214 Prior Military Service <input type="checkbox"/> <input type="checkbox"/> Verification of Military Education & Training (VMET) <input type="checkbox"/> <input type="checkbox"/> Joint Service Transcript (JST) <p>STUCON provides form and STUDENT fills out and returns to STUCON</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> <input type="checkbox"/> DD214 Worksheet <p>STUCON provides form - ONLY Applicable to STUDENT that have DPNDTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> DD1561 Family Separation Allowance <input type="checkbox"/> <input type="checkbox"/> NAVPERS 1070/613 BAH PG13 	<p>STUDENT provides from Service Record/Prior Command/NRD</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Detach Stamped Orders <input type="checkbox"/> <input type="checkbox"/> College transcripts with Confer/Graduation Date <input type="checkbox"/> <input type="checkbox"/> NAVCRUIT 1131/120 Service Agreement <input type="checkbox"/> <input type="checkbox"/> DD4/Enlistment Documents (original + any reenlistment) <input type="checkbox"/> <input type="checkbox"/> DD214 Prior Military Service (if applicable) <input type="checkbox"/> <input type="checkbox"/> Verification of Military Education & Training (VMET) <input type="checkbox"/> <input type="checkbox"/> Joint Service Transcripts (JST) <p>STUCON provides form and STUDENT fills out and returns to STUCON</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> TDY Arrival Sheet <input type="checkbox"/> <input type="checkbox"/> DD214 Worksheet <p>STUCON provides form - ONLY Applicable to STUDENT that have DPNDTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> DD1561 Family Separation Allowance <input type="checkbox"/> <input type="checkbox"/> NAVPERS 1070/613 BAH PG13

STU = STUDENT/OFFICER CANDIDATE

STUCON = STUDENT CONTROL (STUDENT ADMINDEPT)

Required? Not Applicable

DPNDTS = Dependents (ex: Spouse, Child(ren), etc...)

Helpful Links and Information

[Don't know where to find your required documents?](#)

You can find your DD4/DD214 from **BOL** or **OMPF**

BOL <https://www.bol.navy.mil/>

You can find your NAVCRUIT 1131/120 Service Agreement from your recruiter, prior command admin, and command career counselor

DEERs requirements for CACs: https://www.cac.mil/Portals/53/Documents/required_docs.pdf

Verification of Military Experience and Training (VMET): <https://www.dmdc.osd.mil/tgps/>

TRICARE and DEERS: <https://www.tricare.mil/DEERS>

NSIPS: <https://www.nsips.navy.mil/my.policy0>

Joint Service Transcript (JST): <https://jst.doded.mil/official.html>

ASOSH/Points Capture:

COAST GUARD RESERVE: <https://www.dcms.uscg.mil/ppc/adv/points/>

ARMY RESERVE: www.hrc.army.mil

ARMY NATIONAL GUARD: <https://hrc.army.mil/content/iPERMS%20Access>

MARINE CORPS RESERVE: <https://mol.tfs.usmc.mil/mol>.

AIR FORCE RESERVE/AIR NATIONAL GUARD: Airmen refer to the Air Force Portal, Virtual Military Personnel Flight or vMPF, point summary website at www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/ConfirmInfo.asp.

NAVY: <https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Points-FAQ/>