

RSP Recruit Pre-Ship Packet Review Checklist

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Type or Print Legibly (Initiate NLT start of Blue Phase)				
1. Name (Last, First, MI)			2. Enterprise Email Account /AKO User Name	
3. SSN Last 4 / DODID	4. RRNCO/ RSID		5. Rank	6. DOR
9. Current Home Address			7. Marital Status Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/>	
11. Detachment / Unit (Unit Designation, City, State Zip)			8. Dependents	
			10. Contact Number(s)	
			12. MOS (Phase I or Phase II)	
			13. Ship Date	
ITEM No.	YES	NO	N/A	These are Hardcopy Documents required for the shipper packet and will be filed in this order
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USMEPCOM – Service Liaison Packet Breakdown Checklist - US Army National Guard
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orders and any Amendments - (STO II shippers also need a copy of their STO I Orders) For Recruits authorized BAH ensure address match between MEPS Orders and BAH documents. If a MEPS Travel Order Amendment Request form is used, ensure it is uploaded into GCR and Vulcan Document Repository on or before ship date.
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 2808 Report of Medical Examination (with waiver documents, if applicable, and all medical supporting documents from consults etc.)
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 2807-1 Report of Medical History
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USMEPCOM Form 40-1-15-1-E Medical History Provider Interview
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audiogram
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USMEPCOM Form 40-1-2-R-E Report of Medical Examination / Treatment
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 2807-2 Medical Prescreen of Medical History
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USMEPCOM Form 40-8-1-E Drug/Alcohol and HIV Testing Acknowledgment Form
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 2005 Privacy Act Statement-Health Care Records
The Documents BELOW need to be verified (but no hardcopy required) for accuracy, legibility, and inclusion in ERM (GCR). Forms ordered by location in ERM (GCR).				
Core Admin				
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD 93 Record of Emergency Data (Correct and Current)
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD 1966 Series (Parental Consent, if needed, page 5 with signatures)
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 7415 Exceptional Family Member Program(EFMP)
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tattoo Screening Form (with applicable memorandum(s) and supporting enclosures if required)
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SF 86 Questionnaire for National Security Positions
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSI/PEI Results – ENTNAC Rap Sheet (Tech Check)
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAH: DA Form 5960 (Certified by the Recruit's Commander from the owning command immediately prior to the period of active duty or the representative of the activity bringing the Recruit on active duty. This individual will be equivalent to a company commander or higher. Proof of financial responsibility documents - Acceptable forms of proof of financial responsibility for a primary residence that a Recruit maintained at the time the Recruit was ordered to active duty for accession training includes a mortgage or deed to a home, lease, or rental agreement with the Recruit's name listed as a primary resident/responsible party. References - HQDA ALARACT 158/2009, SMOM 13-025 and SMOM 14-011.
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 368 Request for Conditional Release
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 330 Language Proficiency Questionnaire
Core Documents				
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruit's Birth Certificate
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSN Card
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driver's License or valid State Identification Card (Valid through training)
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified Marriage Certificate (file number and file date), Divorce Decree, Child Birth Certificate, new Custody of a minor, Court Ordered Child Support Documents, Paternity affidavit (Single Recruits)
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Dependent ID card(s) (i.e. Driver's License, State ID, Passport etc)/CURRENT NOT EXPIRED
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of spouse's / dependents Social Security Card(s)
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRS W-4
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 220 (Active Duty Report) and ALL BCT Records (STO II ONLY)
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 214 Certificate of Release or Discharge from Active Duty
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REDDPERNET Report
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Core Admin (Court Orders, Paternity Agreement, Other Educational Documents, etc)
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Citizenship Verification Documentation (Ensure if they have an I-551 card, that they take that card with them when they ship)
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 372 Request for Verification of Birth
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education Documentation (High School Diploma, Verified High School Transcripts, GED, Verified College Transcripts, Diploma)

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1. Name (Last, First, MI)	2. Ship Date
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ITEM No.	YES	NO	N/A	
DEP or REP63				
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SGLV 8286 SGLI Election and Certificate
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SF 1199-A (Matching bank of the Recruit's Debit Card in their possession)
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REQUEST Printout (Training Reservation complete)
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 705 APFT Scorecard
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA 4187 for Promotion (Stripes for Buddies, Stripes for Skills, College Credits, ROTC, TIS etc)
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NGB 600-7 Series (ARNG SRIP Agreement) (DD 4 Series annexes)
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NGB Form 594 Series (DD 4-Series annexes)
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Army National Guard Annex
42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 5435 (GI Bill)
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD 4 Series (both sets for RFP Recruits)
DEP/REP63 Admin				
44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 2983 Recruit/Trainee Prohibited Activities Acknowledgment
45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USAREC Form 1227 Security Clearance Questionnaire
Waiver				
46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD Form 369 Police Record Check
47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enlistment Waiver Approval documents
48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Care Plan Documents (if applicable) (DA 5304, DA 5305, DA 5840, DA 5841, DA 7666)
49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TAPAS Report
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sex Offender Checks
51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Live Scan Results
Medical				
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 5500 Body Fat Content Worksheet – Male / DA Form 5501 Body Fat Content Worksheet - Female
53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USAREC Form 1292 Acknowledgment of Medical Waiver
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	680-3ADP
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SF 600 for Direct Shippers (Replaces DA 3081, include old verbiage on the new form: Last physical, HT/WT BF% if necessary, Pregnancy test, etc.)
Scan into Soldier's Document Repository in Vulcan				
56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSP Recruit Pre-Ship Packet Checklist Form
57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSP Recruit Pre-Ship Counseling Form
58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RSP BAH Addendum Form (if required)
59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DA Form 4886 Issue In-Line Personnel Clothing Record (STO II Shippers)
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STO I Recruits - Source Document verifying Mandatory Release Date. (NGB-GSS Form 1 Student School Letter)
Other Items to Check/Verify Prior to Ship				
61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel itinerary and amendments
62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JPAS Results (Personnel Security Investigation)
63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Common Access Card (CAC) and ID Tags (Physically review items are in Recruit's possession and are to standard)

NOTE: Please ensure all required documents **LISTED ABOVE** are scanned into ERM (GCR) and into the Soldier's Vulcan Document Repository.

Packet QC Screener Name _____

Date: _____

Signature: _____

Contact Number _____

Comments/Remarks

**** PATERNITY AFFIDAVIT MUST BE IAW with applicable state authority.**

****COURT ORDERED DOCUMENTS must be an official copy with applicable state seals and be a complete record.**