

NAME: _____

SSN: _____

	STATION	GO/NO GO	NOTES - If solidier is NO GO must circle YES for counseling
INITIALS	CONTROL STATION (MNOT-RTI-S1)		
	- Sign in/ SUTA certificate issued		
	- AKO/MYPAY Verified (GOVT Travel Card)		
	- LES from Mypay collected		
	- DA 5960 w/ supporting documents (A-OCS only)		
	- DD 1561- FSR (A-OCS only)		
	- Copy of Marriage Certificate		
	- Copy of Name Change (if applicable)		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	PHOTOS/ID TAGS (SOC's)		
	- Photo for Student Autobiography		
	- CAC Card Verification		
	- ID Tags Verification (Allergy Tags)		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	SECURITY CLEARANCE (MNP-MR)		
	- Secret Clearance Issued (Signed security memo)		
	- SF 86, E-QIP completed on line		
	- Four signed E-QIP statements		
	- Fingerprints: SF 87 (Not needed with Security Memo)		
	- SF312, Nondisclosure Agreement		
	- DD 368, Police records check		
	- Statement of Understanding for Appointment		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	SUPPLY STATION (MNOT-RTI-S4)		
	- Individual Clothing & Equipment Records		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	OCS FORMS (SOC's)		
	- Student Honor System		
	- OC Info Summary		
	- Form 264 R - Officer Candidate Profile Summary		
	- Autobiography		
	- OC Profile Summary		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	HT/WT STATION (SOC's)		
	- 5500 / 5501 HT: _____ WT: _____		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	MEDICAL STATION (MNA-SURG)		
	- Medical History/Medical Records		
	- CH II Commissioning Physical Date: _____		
	- PHA if CH II is older than 1 year		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	EDUCATION (MNP-ED)		
	- Transcript Verification		# of Credit Hours: _____
	- Verify Enlistment Bonus Info / IMARC		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	PERSONNEL DOCUMENTS (MNP-OPM)		
	- Cdr Ltr of Recommendation for OCS		
	- DA Form 5339, Cdr Evaluation is signed		
	- Copy of DA Form 2-1 or ERB		GT Score: _____
	- Copy of all DD 214/220's		
	- Copy of Birth Certificate and SSN Card		
	- Certificate of Naturalization		
	- ID Card w/ETS past OCS completion date		
	- NGB FORM 62E		
	- Individual need Counseling (circle yes or no)		YES / NO
INITIALS	Initial/Follow up/Close out 4856 (MNOT-RTI-OCS)		
	- APFT, 600-9, College Credits, CH II, SAT/ACT, GT, Age Waiver, Citizenship, Security Clearance, clothing and equipment records, missing documents		
INITIALS	RECORDS DROP (MNRR)		
	- Records Check, update database, Records Drop		
	- NGB Application Complete for Class		
	- Verify LOR from CDR Complete for Class		
	- Individual need Counseling (circle yes or no)		YES / NO