

**Tarleton State University Army ROTC  
Contracting Cheat Sheet**

CADET INFORMATION		
Cadet's name:		
Address:		
Telephone number:		
Email:		
Graduating Semester:		
CHECKLIST		WHERE TO FIND IT
	Tarleton Transcripts	Need most current semester
	Birth Certificate	Certified copy is acceptable
	Copy of Identification Cards	Copy both your driver's license and CAC
	Shot Record	MEDPROS or Civilian Doctor
	SF 1199a (Direct Deposit Form)	
	Dental Statement	Memo with location, address, phone#, POC
	DD 214	IPERMS or Unit Administrator
	DD 2058 (State of Residency)	IPERMS or Unit Administrator or ROTC
	DD 93 (Record of Emergency Data)	IPERMS or Unit Administrator or ROTC
	DD 4/1 (Enlistment Contract)	IPERMS or Unit Administrator
	DD 2005 (Privacy Act Statement)	IPERMS or Unit Administrator or ROTC
	SGLV (Service Member's Life Insurance)	IPERMS or Unit Administrator or ROTC
	MEP's or DODMERB Physical	IPERMS or Unit Administrator or ROTC
	CC 136-R (Briefing of Government Benefits)	ROTC
	CC 137-R (Release of Student Records)	ROTC
	CC 139-R (Cadet Enrollment Record)	ROTC
	CC 104-R (Academic Alignment Sheet)	Complete with Academic Advisor & ROTC
	Waiver of Liability	ROTC
	W-4	ROTC
	Prohibited Activities Form	ROTC
	DA Form 3425R (physical)	Goddard or Civilian Doctor

	Complete
	Working
	Delinquent
	N/A