

**ROTC Accession Required Paperwork for Appointment in VaARNG**

**Part 1: Due NLT 29 January 2016**

**NGB 62E: Application for Federal Recognition** \_\_\_\_\_

**DODMERB physical exam: DD 2492, DD 2351,  
and optometry exam (or MEPS PE w/ DODMERB approved stamp)** \_\_\_\_\_

**Cadet Leadership Course (CLC) Physical exam: DD 2807-1, SF 600** \_\_\_\_\_

**DD 214s, DA 1059s (prior service)** \_\_\_\_\_

**Birth Certificate** \_\_\_\_\_

**Social Security Card** \_\_\_\_\_

**Copies of orders for any awards or decorations** \_\_\_\_\_

**W4, Employee Tax Withholding, current within 6 months** \_\_\_\_\_

**SGLV 8286, current within 6 months** \_\_\_\_\_

**DD Form 2058, State of Legal Residence, current within 6 months** \_\_\_\_\_

**SF 1199a, Direct Deposit Authorization, current within 6 months  
(signed by financial institution or with a voided check)** \_\_\_\_\_

**DD Form 93, Record of Emergency Data, current within 6 months** \_\_\_\_\_

**DA 5960, current within 6 months** \_\_\_\_\_

**DA 3575 (prior service)/ DA 3574 (non prior service)** \_\_\_\_\_

**ROTC Contract**  
(to include GRFD contract and SMP contract if applicable) \_\_\_\_\_

**Personnel Qualification Record**  
(only SMPs in states other than VA- obtain from unit Readiness NCO) \_\_\_\_\_

**Part 2: Due NLT one week following commissioning**

**DA 71 and NGB 337 Oaths of Office** \_\_\_\_\_

**NGB 22 (only SMP Cadets in states other than VA)** \_\_\_\_\_

**APFT Scorecard** \_\_\_\_\_

**Official Transcripts with degree awarded sent from registrar to:** \_\_\_\_\_

ATTN: CPT Melissa Canada  
Recruiting and Retention BN  
Bldg 473, Fort Pickett  
Blackstone, Va 23824