

Reporting Instructions

REPORTING:

Sunday, 08 June 2014, 1200

Reporting in civilian attire IS authorized.

You will report to 6551 Towle Drive (Building 83)

*****EARLY REPORTING AUTHORIZED ON A CASE BY CASE BASIS*****

What to expect when you report:

- Sign in
- Turn-in a copy of all previous/ current profiles
- Be assigned to a platoon
- Fill out personal data sheet
- Assigned a room and key
- Inventory and sign for equipment on bunk
- Conduct POV Inspection
- Receive briefing for Monday morning
- Understand what documents and equipment you need and ensure you are prepared for Monday and the remainder of the course

***** If you know you are going to be late you need to call 1SG Engler at 706-545-6966.*****

NECESSARY PAPERWORK TO IN-PROCESS

You must have all of these documents that apply to your situation. Make sure you have the proper number of copies as well. Carry any paperwork you have to every in-processing brief you attend, regardless of the brief!

- Black or ACU colored bag for books and paperwork, black pen and notebook (bring a couple of black pens just in case)
- 20 copies of all original orders and amendments (RA, NG, AR) - Orders must state whether BAH is available at additional cost (student pays) or no cost (Military pays) to the student
- DD Form 1610 (TDY Paperwork) -DD Form 1610 must state whether BAH is available at additional cost(student pays) or no cost (Military pays) to the student
- Military ID Card & ID Tags (if you currently have them)
- Government Travel Card – GTC (if you currently have one)
- Copies of - Photo ID, Birth certificate, Social security number (SSN) card, Marriage license
- Copies of Dependents - Photo ID, Birth certificates, Social security numbers
- Copy of child support orders/ custody orders (if applicable)
- SF 1199(A) – Direct Deposit Form from your bank or Check for your checking or savings account (will be voided)
- Names, addresses, dates of birth and phone numbers for spouse, children, mother, and father
- Emergency Point of Contact Information
- Copies of Driver's license, auto registration and proof of insurance (if applicable)
- 201 file and DD214 (prior service, includes all branches of service)
- O-1E Officers to complete your DA Form 1506 Statement of Service for pay (this means if you where previously enlisted and then became an officer) you need the following documents: Prior and Current Oaths of Office (DA 71), DD Form 214, 220, and 215's, All Enlistment/Re-enlistment contracts, (DD Form 4/1, 4/2, & 4/3), ROTC contract (DA FORM 597), Reserve Contracts Reserve SMP Form(DA Form 4824-R), Simultaneous membership program agreement (SMP Form NGB 594-1), copy of all orders w/ amendments, Oath of extension, NGB Form 22, DD Form 93 and SGLV Paperwork, retirement points worksheet.

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- **Please note: All documents listed are required to complete the DA Form 1506 in order to update your pay to reflect your Time in Service. The process takes up to 120 days to update. Without the appropriate documents do not expect your Time in Service to update or be submitted while at DCC. If you aren't sure what you need bring it anyways. Contact HRC to gain a copy of your Retirement Points Worksheet.**
- Document of Dependent's insurance and primary physician
- Eyeglass prescription, medical exams/records, dental exams/records, and shot records for you and any accompanying dependants
- AR/NG: Copies of Lease agreements / Mortgage papers (if applicable). Reserve and National Guard will need this document in order to start your BAH. (will need proof of payment)
- Please do not bring privately owned weapons. However, if you must bring them, you will be required to register them with Fort Benning and store them in the company arms room.
- NG/AR need to bring a copy of LES
- Copy of DA Form 31 (Leave Form) (if you are coming off of leave).
- Shot record.