

These links are the same as the ones given on the “Complete During, In-processing” and “Killer Troop 2-16 Cavalry Tab 1” lists. They have been consolidated here with additional instructions for access and clickable links to make your life and your S-1’s life easier.

In total, you should have approximately 40 pages. Online training (#18-34) will be collected then; documents 1-17 and 35-41 will be handled at a later date. This is subject to change and will be amended if necessary.

Note: Almost all links require CAC to access (using built-in or USB CAC reader). Use <https://militarycac.com> for help with errors or if you have a Mac. Wherever you can, try to log in with your CAC, and make an account with your CAC if the system says you need to create one.

If you forget/lose any of these links or hear someone talk about links on AKO (which has now been deleted), use <https://armyknowledgeoffline.com>

**Print all numbered items single-sided and put them in the order they appear on this page or they will not be accepted.**

It is highly recommended that you have an additional digital copy of all documents for your own record-keeping.

### Items with PII (Personally Identifying Information)- Self Obtained

Keep these on top because when collected, they need to be stored securely

#### 1. ORB (Officer Record Brief)

Officer Record Brief; access on <https://aim.hrc.army.mil/> through “View My ORB” in the lower-left hand corner.

#### 2. CIF/Clothing Record

Print only after receiving TA-50 gear from CIF at Ft. Benning. May show “ISM has no OCIE record data to display.” If it does, print that page with CTRL+P. [https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing)

#### 3. PHA (Periodic Health Assessment) [NIPR only]

MEDPROS is the online system that shows your medical status (up-to-date on vaccinations, appointments, etc). Once on MEDPROS, you need to fill out the Periodic Health Assessment and print the first page (My Medical Readiness Portal→“Self Service”→“Periodic Health Assessments.” One of the below two links should (hopefully) work.

<https://medpros.mods.army.mil/portal>

<https://medpros.mods.army.mil/medprosnew/>

#### 4. MEDPROS Status [NIPR only]

On the main MEDPROS page (see links above), you should see an option to print a report on readiness status. The report should give an overall status of green or red and show what aspects are green/red (i.e. vision, dental, etc). You will need to submit a copy of this to take leave while in K Troop.

#### 5. Copy of COVID vaccine card

#### 6. Orders

Print 20 copies of orders to Ft. Benning; can be found on iPERMS at <https://iperms.hrc.army.mil> if you need a copy.

#### 7. DA71 (Oath of Office)

For Active and Reserve only. Print 10 copies; you should already have this.

#### 8. DA31 (Leave form)

If you took paid leave before reporting to BOLC (Likely only USMA). Print 5 copies. Ensure copies have Block 16 (Return- signed when you checked in here) signed.

**9. Copy of Driver's License**

**10. Copy of Vehicle Insurance**

**11. Copy of Vehicle Registration**

**12. Copy of Lease**

For BAH if you should be receiving it

**13. Copy of Hotel receipts**

Only for those receiving BAH. If you stayed in a hotel while house-hunting when reporting, you are likely able to be reimbursed for 10 days (up to a limit per night (likely \$96/night))

**Items with PII- To be handed out (Fill out and return)**

**14. SF312 (Classified Info Non-Disclosure)**

**15. Personal Data Sheet**

**16. POV Inspection**

Keep an extra copy for yourself

**17. Drunk Driving Contract**

**Online Training Certs**

If a course says [ALMS], go to <https://www.lms.army.mil/> and find and register for it there. Once you complete it, go back to the main site and click "Certificates" to get your PDF cert and print it. ALMS can be accessed without a NIPR computer.

If a course says [ATRRS], you need to find and register for it on a NIPR computer at <https://www.atrrs.army.mil/>. It will take 1-24hrs for registration to go through, after which the course can be taken and certificates printed from any computer on ALMS. Register on ATRRS, do the course on ALMS.

If a course says [JKO], you need to find and register for it at. JKO can be accessed without a NIPR computer.

**18. Additional Duty Safety Course Version 2.0 [ATRRS] [ALMS]**

**19. Army Traffic Safety Introductory Course [ALMS]**

**20. Risk Management Operational Course [ALMS]**

**21. TRADOC Foreign Disclosure Overview Course [ALMS]**

**22. Information Security Program Training [ALMS]**

**23. Army OPSEC Level 1 (Newcomers and Refresher) [ALMS]**

**24. US Army Threat Awareness and Reporting Program (TARP) [ALMS]**

**25. Blended Retirement System (BRS <https://jkodirect.jten.mil/>) OPT-IN Course [JKO]**

**26. Level 1 Antiterrorism Awareness Training [JKO]**

**27. Cyber Awareness Training [NIPR only]**

Access at <https://cs.signal.army.mil>

**28. Cyber Acceptable Use Policy (AUP) [NIPR only]**

Access and sign at <https://cs.signal.army.mil>

**29. Global Assessment tool**

Complete Azimuth Check at <https://armyfit.army.mil>

**30. Government Travel Card Program**

You need a new GTCC at each duty station. Go to <https://defensetravel.dod.mil/neotrax/training/index.php>, search for and complete "Travel Card 101"

**31. Phishing Awareness**

Go to <https://dl.dod.cyber.mil/wp-content/uploads/trn/online/phishing-awareness/launchPage.htm>

**32. Ammo Handlers/Ammo 67 [ATTRS] [ALMS]**

Search for course number 4E-F26/645-F11 (DL)

**33. Controlled Unclassified Information (CUI)**

<https://securityhub.usalearning.gov/index.html>

**34. Ethics [NIPR only]**

<https://www.jagcnet2.army.mil/training>

If that doesn't work, try <https://www.jagcnet2.army.mil/training/start.xsp?goto=E20>

**If you did a DITY/PPM move**

The Army will pay to move your stuff between duty stations. If you move it yourself in your car or a UHaul (AKA a "DITY/PPM move") instead of using a moving company, you can be reimbursed as long as you have receipts from weigh stations with the car full and empty. If you don't have weigh receipts and already unloaded your stuff, or don't want to deal with it, ignore this. Before turning in paperwork, be sure to go on <https://www.move.mil> and register for DPS (Defense Personal Property System). Room 105 in Building 6 is the Transportation Office where this will be turned in to—these are the documents you need to have ready in addition to the forms they will give you.

**35. Orders (2 copies)****36. Original plus one copy each of weigh tickets**

Write full name, SSN, vehicle make and model, and "Full" or "Empty" on tickets

**37. Rental contracts (for UHaul, etc)****38. Registration for personal trailer (if owned)****39. Vehicle Registration****40. Copy of gas, weigh station, UHaul receipts**

Bank/credit card statements will not be accepted. You will not be reimbursed, but they can reduce the tax on your reimbursement for weight.

**41. Letter of authorization from owner (Only if using a borrowed car)****Have on hand but don't turn in (to reference during various forms):**

- **LES (Leave and Earnings Statement)**

2 copies; find at <https://mypay.dfas.mil> (sign in with CAC; you may have to change accounts from "Cadet" to "Active Duty" in the upper-right hand corner). It may not yet exist if your pay has just started.

- **Bank Account Information**

Bank Name, Address, Account #, Routing #, Account Type, Account Name, Account Holder

- **DD93**

Determines who gets informed and remaining pay/gratuities if you die. You can only print this after it has been uploaded to iPerms by an S1 (should do on 16AUG21). Print at iPERMS (<https://iperms.hrc.army.mil>).

- **SGLI**

Cheap life insurance for the military. Update beneficiaries and coverage (cost automatically taken from your paycheck) at <https://milconnect.dmdc.osd.mil/milconnect/>. Specific instructions at

[https://home.army.mil/stewart/application/files/6315/2163/2942/Updating\\_SGLV\\_Information.pdf](https://home.army.mil/stewart/application/files/6315/2163/2942/Updating_SGLV_Information.pdf)

- **Set up Tricare Online**

Go to <https://tricare.mil/> and create an account using your CAC