

Documents that LT's Need to bring

Paperwork:

- Orders and special instructions printed out, 15 copies with any amendments and changes.
- DA71 Oath of office
- DA31: IPPSA version or legacy with blocks 14 and 16 filled out
- Marriage certificate (Single parents need birth certificate for children)
- For National Guard: copy of lease with three months of payment history.
- For finance you do not need SF1199A (direct deposit form) finance will provide that during brief. So that can be removed.
- If family needs to be added to DEER's they will need social security card, marriage certificates and birth certificates along with at least one photo ID. Please bring originals or certified copies of all documents.

ADD

- For the Smart Voucher you will need.
 - All hotel receipts. (With a Zero Balance)
 - Toll receipts (if any)
 - Any airport receipts (if flying) to include ticket purchase. Do not purchase your own ticket (government travel is the first choice) Call local Sato for more information.
 - If traveling with dependents make sure they are included on the orders
 - **NOTE:** You must ensure you are released from your previous unit's DTS & GTCC CITI, after you settle your final travel voucher.
- Transportation you will need.
 - Receipts: moving expenses such as boxes and tape etc.
 - Weight tickets empty and full
 - U-Haul rental agreement (if applicable)
 - If using a vehicle that does not belong to you will need a letter saying that you are authorized to use that vehicle
 - Copy of registration
 - Make sure your orders have your home of record for moving purposes.

-For finance you will need:

- Leave Form: IPPSA or DA 31
- Orders and Special Instruction (include any amendments)
- Housing Lease and proof of the last 3 months payment for National Guard
- Marriage Certificate, Birth Certificate of children for single parents.
- Banking information (routing and account numbers)

All students should download the Guide On app to assist in finding buildings on post

Reporting Instructions:

-Students reporting to IBOLC should proceed to 2-11 BN HQ to sign in at the staff duty desk. If you have a DA31, please ask staff duty to sign you in on block 16. **If students are reporting the week prior to the start of class**, they can visit room W120 in building 4 to stop by the DEER's office and the ID card section.

-For the first day of in-processing students will report to W120 at 0730. Please bring all documents listed above with you that morning. Uniform is OCP's for the day.