



**23rd Training Squadron
Required Documents & Items Checklist
(Current as of 11 Dec 14)**

Trainee's Rank/Name: _____

COT Class # _____ **/ RCOT Class #** _____

Did you pack/record/complete the following?

- _____ Pen (Blue or Black Ink)
- _____ Your Commander's full name and telephone number
- _____ Air Force Specialty Code (AFSC)
- _____ Vehicle Registration/License Plate # (If driving)
- _____ Base and unit to which you'll be assigned after graduation
- _____ Folder/Large Envelope for Documentation
- _____ (COT Trainees Only) DEERS Worksheets
- _____ (Medical Trainees Only) Copies of formal education, training, and clinical experience
- _____ (ANG & AFRES JAG Trainees Only) Copies of JASOC Orders...needed if you arrive without a CAC Card and have a follow-on JASOC class

Required items that need to be hand-carried with you to training.

A. If you are non-prior service and have not in-processed to your base:

- _____ 10 copies of travel orders plus amendments
- _____ 2 forms of identification (1 MUST be a picture ID (Driver's License, Passport, etc.) and one MUST be a Social Security Card)
- _____ 3 copies of marriage certificate (for DEERS/finance updates only)
- _____ 3 copies of child(ren)'s birth certificates (for DEERS/finance updates only)
- _____ 1 copy Spouse's Driver's License or Passport & SSN (for DEERS updates only)
- _____ Contact information (Names, addresses, phone numbers and Social Security Numbers) for immediate family members or close personal friends that you may list as points of contact on official paperwork or beneficiaries of Servicemembers Group Life Insurance (SGLI).

- _____ Immunization record (Without a verifiable immunization record, you will receive a full set of immunizations during training)
- _____ Any recent medical tests/records
- _____ 3 copies of your birth certificate
- _____ Voided Check & Finance Worksheets (Active Duty Members Only)

B. If you are non-prior service and have in-processed to your base:

- _____ 10 copies of travel orders plus amendments
- _____ Valid Military ID Card
- _____ 3 copies of marriage certificate (for DEERS/finance updates only)
- _____ 3 copies of child(ren)'s birth certificates (for DEERS/finance updates only)
- _____ 1 copy Spouse's Driver's License or Passport & SSN (for DEERS updates only)
- _____ 1 copy of SGLI Enrollment
- _____ Immunization record (Without a verifiable immunization record, you will receive a full set of immunizations during training)
- _____ 1 copy of DD Form 93, Emergency Data Card

C. If you are prior-service:

- _____ 10 copies of travel orders plus amendments
- _____ Valid Military ID Card
- _____ 3 copies of marriage certificate (for DEERS/finance updates only)
- _____ 3 copies of child(ren)'s birth certificates (for DEERS/finance updates only)
- _____ 1 copy Spouse's Driver's License or Passport & SSN (for DEERS updates only)
- _____ 1 copy of SGLI Enrollment
- _____ Immunization record (Without a verifiable immunization record, you will receive a full set of immunizations during training)
- _____ 1 copy of DD Form 93, *Emergency Data Card*

- _____ 1 copy of DD Form 214, *Certificate of Release or Discharge from Active Duty*
- _____ 1 copy of DD Form 368, *Request for Discharge or Clearance from Reserve Component* (if applicable)
- _____ 1 copy of NGB Form 22, *Report of Separation and Record of Service* (if applicable)
- _____ Voided Check & Duty Finance Worksheets (Active Duty Members that have not completed finance inprocessing at their base)

D. If you are a HPSP or AFIT student returning to school:

- _____ 10 copies of travel orders plus amendments
- _____ 2 forms of identification (1 MUST be a picture ID (Driver's License, Passport, etc.) and one MUST be a Social Security Card)

E. If you are a RCOT trainee:

- _____ 10 copies of travel orders plus amendments
- _____ Valid Military ID Card