

Welcome to the Blue Jay Battalion! Unfortunately, before we can start the exciting training and outstanding development that awaits you, you must complete some in-processing paperwork. Completing this paperwork over the summer will prevent it from becoming a major burden during the academic year, and will allow your cadre to more rapidly complete the contracting and scholarship application process.

Please fill out all forms according to the instructions below. When your folder is complete, email it (minus the sensitive documents that the below instructions direct you to bring in hard copy) to 2LT Pollard at pollard@jhu.edu. **The deadline to accomplish this task is August 7th 2017.** Ask your sponsor if you have any questions about the forms, if they are unable to answer you may contact 2LT Pollard at either the above email address or by calling (410) 516-4687. All told, these forms will take approximately 5 hours to complete. Do not wait to start them until the last minute. Among other things, they require outside assistance from your bank, your doctor, your high school, and your academic advisor. Do not wait to contact these parties.

General Instructions

- Create a folder on your computer named LastName_NCOP_Forms. As you complete each form, save it in this folder as LastName_FormName. For example, 2LT Pollard would save his CC 104-R as "Pollard_CC104R.pdf" in a folder named "Pollard_NCOP_Forms". Additional documents would be saved as LastName_DocumentName.pdf.
- All forms are Adobe fillable PDFs. Fill them out using Adobe PDF viewer, which is available for free from Adobe's website. If you attempt to use another PDF viewer such as Preview, it is very likely that your progress will be lost and you will have to complete the form again.
- Unless directed otherwise, **use only the last 4 digits of your social security number on all forms.**
- Digital signatures are preferred on all documents. If you are unable to sign digitally, you can print the document out, sign with pen, and scan the document back into your folder. Signatures should be the only handwritten text on your documents, all other boxes should be typed. Ensure that your scanned documents are saved in the PDF format.

Basic Enrollment Forms

1. In-Processing CHECKLIST: Complete the demographic information on the top of the form. Do NOT complete the checklist, it will be completed during in processing at NCOP. "Year" refers to your current academic standing. "Local Address" is where you will be living while at school. For "GPA" indicate if it is your high school or college GPA. Use your college GPA if you have any college completed.
2. CC 135-R Liability Release: Complete all fields on this form, and sign in the blocks labeled signature. The witness can be any adult, including relatives.
3. CC 136-R Briefing on Government Sponsored Benefits: Read this form carefully, and then sign.
4. CC 137-R Authorization for Access to Student Records: Complete PART I of this form and sign. "Name of School" is the university that you are attending. PART II is optional, read it and complete if you so choose. If not, simply leave PART II blank.
5. CC 139-R Cadet Application and Enrollment Record: Complete PART I through PART IV (Items 1-46). The FICE code for JHU is 002077, UMBC is 002105, Stevenson is 002107, MICA is 002080

and UB is 002102. If you do not have the information for a block, e.g. no ACT score, leave that block blank.

6. CC 104-R Planned Academic Program Worksheet: This is a form is essentially a degree plan for all four years of your degree. Fill out the demographic information (blocks 1-5). Fill out block 6 to reflect any semesters of college that you have already taken, leave blank if you are an incoming freshman. Complete block 7 so that it reflects a program of study that will result in you receiving your degree. Searching for a sample program of study from your school's advising department is likely the fastest way to finish this section. Be specific with your course numbers and titles, for example if your sample degree program calls for a "Humanities Elective," look up an actual humanities course and list it by course number and title. Filling out this form does NOT require you to take these exact courses, you will modify it each semester as your academic progression changes. If you have already completed some college, be sure to list the semesters that you have already taken, including grades. When complete, sign the form in block 10, and send to your academic advisor to review and sign.
7. DD 2005 Privacy Act Statement: Read the form and sign below. Use only your last 4 for SSN
8. DA 3425-R Medical Fitness Statement: Bring this form to the doctor who gave you your most recent physical and have them sign it. Most doctor's offices will allow you to leave the form with them or fax it to them and will complete it based on your medical records. You do NOT need to complete this form if you have a qualified DODMERB physical or have been to MEPS within the last two years. Instead, scan your qualification notice and include it with your packet.

Finance Forms

9. SF 1199A Direct Deposit Setup: DO NOT SEND THIS FORM VIA EMAIL. Follow the instructions on this form to enter your account information in Section 1. Block F of Section 1 and all of Section 2 should already be filled out, do not change these blocks. Print the form with Sections 1 and 2 complete, bring the form to your bank, and have a representative of your bank complete Section 3. Make a copy for your records, and hand carry a hard copy with you to NCOP.
10. W-4 Income Tax Withholding: DO NOT SEND THIS FORM VIA EMAIL. Complete only blocks 1-7 on the first page following the instructions on the form. Use your FULL social security number on this form. When complete, sign below block 7 on the first page. It is not necessary to turn in the second page, although you may use it according to the directions if needed. Print a copy of the W-4 for your records, and hand carry a hard copy with you to NCOP.
11. DD 2058 State of Legal Residence: Complete this form according to the instructions, listing your location of legal residence at the top. Your current mailing address (bottom right) does not need to be the same as your location of legal residence.
12. DD 93 Record of Emergency Data: Complete all sections of this form. Additional instructions can be found on the back page.
13. SGLV Life Insurance Form: Complete all sections on the first page according to the instructions on the second page. It is not necessary to list the Social Security Numbers of your beneficiaries.

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Additional Documents: Scan these into your packet, and hand carry a copy with you to NCOP. *DO NOT SEND YOUR BIRTH CERTIFICATE OR SOCIAL SECURITY CARD VIA EMAIL.*

- Copy of High School and College Transcripts. Unofficial transcripts are acceptable, as long as a cumulative GPA is listed. Freshman without college grades do not need to bring their college transcripts.
- Copy of SAT or ACT score reports.
- Copy of Birth Certificate
- Copy of Social Security Card

SMP Documents: Hand carry copies of these documents to NCOP if you are a member of the ARNG or USAR. Do not bring only the originals, as JHU ROTC will retain a copy for our records. It is okay to still be working on obtaining these documents, just bring what you have.

- DD-4 Series Contract
- DD-214 or DD-220
- NGB 594-1 and LOA (ARNG only)
- DA 4824-R and LOA (USAR only)
- Copy of MEPS physical