CONTRACT PACKAGE GUIDE

For a better understanding when filling out the documents.
TIPS FOR FILLING OUT THE CONTRACT PACKAGE DOCUMENTS

CHECKLIST
Make sure to print the checklist and use it to cross off the documents that you finish. It's easier for having track on what you've already done.

USE A PENDRIVE
Please make sure to have a pendrive, create a folder on it and identified as "ROTC Contract Package", then while filling the documents, you can save them on the ROTC folder and have a better organization.

APPS FOR FILLING THE DOCUMENTS
If you need an app for filling out the documents, you might want to try "Adobe Fill & Sign" its available for computers and for Iphones.
CADET MINI REGISTRATION

As you can see in the example, this document is just general information about you.
* THESE DOCUMENTS NEED TO BE FILLED BY YOUR DOCTOR *

DA 2435-R (MEDICAL STATEMENT FOR ENROLLMENT IN BASIC COURSE, SENIOR ROTC) (FOR MS I & MS II)

CADET BASIC COURSE
*ONLY IF YOU’re GOING TO BASIC CAMP!! *

These 2 documents are filled by your doctor, if you are going to basic camp, make sure to bring both to your doctor, if you are not required to do Basic Camp, then skip the "Cadet Basic Course" Document.

(This one is only required if you’re going to Basic Camp)
This document should be filled with the Cadre (Captain) it's also about personal information. Make sure to filled the updated form.
**DENTAL EXAM REQUIREMENT FORM**

You can fill this document by yourself, since is only requiring your dentist general information, which is the Dentist Office Phone, Name and Address.
COPY OF YOUR BIRTH CERTIFICATE, SOCIAL SECURITY, VACCINATION RECORD, COLLEGE TRANSCRIPT AND COVID-19 RECORD CARD.

MAKE SURE TO HAVE A COPY OF THESE DOCUMENTS ON YOUR PENDRIVE WITH THE REST OF THE CONTRACT PACKAGE DOCUMENTS.
CC 136-R (BRIEFING ON GOVERNMENT SPONSORED BENEFITS FOR ROTC CADETS)

CC 137-R (AUTHORIZATION/DECLARATION FOR ACCESS TO STUDENT RECORDS)

The 136 R is for certifying that you have been briefed of the government-sponsored benefits for ROTC Cadets.

The 137 R is an authorization for accessing your student records.

(Make sure to fill all parts of both documents)
This form is required for contracting, since you will receive the payment on your bank account. For filling this document, you’ll have to put your bank information and sign on “Payee” parts. Section 2 and 3 will be filled by your financial institution.
PERFORMANCE COUNSELING (IAW CC 145-1)

This document will certify that you (the cadet) will continue to meet the requirements of the program.

(make sure to read it carefully and fill it)
The W-4 form is the IRS document for determine how much should be withheld from your paycheck for federal income taxes.

(if you are unemployed, just live it on 0’s)
On this document you will read carefully and fill all parts with the information required for life insurance.

<table>
<thead>
<tr>
<th>Primary Name and Address</th>
<th>Social Security Number</th>
<th>Relationship to you</th>
<th>Share to each % – The sum of shares must equal 100%</th>
<th>Each share must be greater than 0%</th>
<th>Payment Option (due in 20 or 36 equal monthly payments)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Both documents are records, please read carefully and fill the parts that are required.
This document will approximately tell on how many years you will graduate based on the courses you have. This document needs to be well done and accurately organize with your curriculum.

Be sure to look up your bachelor's or master's curriculum and sit down with a cadet who has already done it, so you can get help.
Remember that doing your contract package is vital for receiving the benefits as a cadet of the ROTC Army, and for getting the scholarship.

**Good luck, and get it done!**

Any doubts about the program and contract package, ask your cadre or squad leader.

If you need the documents, send an email to: ellejordn@gmail.com