

Instructions for administrative paperwork

The following information and forms are required to contract into the ROTC program at Xavier University. All forms are located on the Battalion's website at www.xavier.edu/rotc. In some cases, you will be required to gather personal documents and provide them to us for verification. In these cases we will ensure that you retain the original and that your personal information is safely guarded.

DD 214 – If you have completed any term of prior service, even if it is for attendance at Basic Training and AIT, you should be issued a DD Form 214 "Certificate of Release or Discharge from Active Duty." Please bring us a photocopy of "Member 4" of this document if applicable. If you enlisted in the National Guard under a split option and only have completed the basic training portion of your training, then you should have been issued an NGB Form 22 in lieu of a DD 214. If this is the case, bring a copy of the NGB Form 22.

CC FORM 137- R (Access to Student Records) - this form is required for us to get official copies of your academic records and to share that info with your parents if required. Read and fill out the appropriate section as desired.

Birth Certificate and Social Security Card – You must provide us with an original copy of your birth certificate (with raised seal) and social security card (signed). We will verify them, make a copy, and return the originals to you.

School Transcripts/ Test Scores – Bring a copy of your High School and/or college transcripts from any and all previous schools attended. UNOFFICIAL TRANSCRIPTS ARE ACCTEPTABLE. Additionally, bring a copy of your ACT and/or SAT score reports.

Shot Record – We must verify that you have received all your routine vaccinations. Of special note, we must verify Measles, Mumps, and Rubella (MMR) and Chicken Pox (Varicella). With Varicella you have two options- you had chicken pox or you had the vaccine. If you had the vaccine, your record will list a dose and a date, if you had the chicken pox, your shot record should say "Varicella- immune." If it does not, then you can get a letter from the doctor who treated you as a child for the disease or a copy of your records where it was diagnosed by a doctor.

CC FORM 136- R (Government Sponsored Benefits)- this form is to inform you that if your are injured while conducting official ROTC activities you are covered by Workmen's Compensation or treatment at an Army Medical facility if one is available. If you get injured on your own time your own health insurance covers your medical care. We will assist you in taking care of the paperwork if needed. Read, then print, sign and date the bottom of the form

DD FORM 2058 (State of Legal Residence) - this form is required as part of your stipend pay and for tax purposes. Normally your stipend pay is nontaxable but it can be considered as part of your total income. Ensure you closely read the information in the center of the form and then fill out the top portion of the form with your name, last four of your SSN, and what you claim as your legal residence. Then sign, address and date at the bottom of the form. Please note, your legal residence and your current mailing address MAY BE DIFFERENT.

DD FORM 2005 (Medical Privacy Act) - This form allows us to access your medical records. This form is required so we can complete training packets that require medical info as needed. Read, sign, last 4 of SSN and date at the bottom of the form.

Dental Records Memo - You are required to have complete dental records on file with your personal dentist. We do not maintain dental records. Verify with your dentist that you have the required records as indicated by the memo. Of not and you can complete them before arriving on campus please do so. Clearly print the dentist contact information in case we need it, then print and sign your name and date.

W4 FORM - Normally your stipend is not taxable. However the IRS does track it. A W-4 is required by law to be filed. Fill out the as explained on the form.

Direct Deposit Form - Your stipend, book money and any other money the Army pays you will be electronically deposited into your account. Take this form to whatever bank you will use as your account while in school. They know how to fill it out. Ensure it is accurate though so your paychecks are not forced to become hard copy checks sent to the school.

DA 3425-R (Medical Fitness Statement)- If you have not completed a DoDMERB physical, then you must have your doctor perform a regular "Sports Physical" and attest to your health on this form. If you are a college student, you can have this done at your school's medical clinic.

DD Form 93 (Record of Emergency Data) – Read instructions and fill out as directed. Sign and Date at bottom. If you are currently enlisted in the Reserve Component (AR or ARNG) bring a copy of your already existing DD93, DO NOT FILL OUT A NEW ONE.

SGLV- 8286 (SGLI Election) – If you are killed in the line of duty (to include during Cadet Training), you are eligible for up to \$400,000 of Life Insurance. Read the form carefully and fill it out as appropriate. Ensure you sign and date correctly. If you are currently enlisted in the Reserve Component (AR or ARNG) bring a copy of your already existing SGLI form, DO NOT FILL OUT A NEW ONE.

Electronic Personnel Security Questionnaire – All Officers in the Army are required to have a Security Clearance. This form is a worksheet for you to gather all the info required. Once you have it completed you will then enter it all into an electronic database. We have found that writing it down on a worksheet first helps out and prevents lots of mistakes. Read the entire form carefully as you fill it out. Once your information is entered there will be an investigator will contact the folks on your form to interview them as well so be as accurate as possible. Do not leave something out thinking they will not find out about it. If it is a matter of public record the security investigators can get access to it. Failure to disclose something is worse than telling us about it so we can deal with it now.

If you have any questions, feel free to contact the HRA at 513-745-3647.