

# GWU NROTC DUINS Check In Sheet

Name: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

	DEPT.	TASK	RESPONSIBLE INDIVIDUAL	INITIAL	DATE
<b>Day of Check In</b>					
1	Admin	Orders stamped			
2	Admin	Fill out recall roster	CPPA		
3	N/A	Interview with CO	CO		
<b>Week of Check In</b>					
4	UPC	Added to urinalysis database	Military uniform only		
5	UPC	Complete urinalysis (within 72 hours)	SVM/UPC		
6	PCS	Complete travel claim (within 5 days)	SVM/UPC		
7	DTS	Released from old command in DTS	SVM		
8	DTS	Gained in DTS/Training Certs/Profile Sheet	DTS Coord.		
9	DTS/TRAX	Complete GTCC Refresher training & SoU	SVM		
10		Turn in medical/dental records to PCM	SVM		
11	Admin	Verify gained in NSIPS wih CLA	CLA		
12	Admin	Ceirfy dependents and emergency contact data in NSIPS	CPPA		
13	Admin	Update contact information in NFAAS	SVM/CPPA		
14	Security	Added to DISS (formerly JPAS)	Security Manager		
15	Security	Verify clearance expiration date	Security Manager		
16	Training	Verify Cyber Awareness training	SVM		
17	CFL	Complete BCA	CFL		
18	CFL	Added to PRIMS	CFL		
<b>Month of Check In</b>					
19	SAPR	Review SAPR resources	SAPR		
20	Admin	BAH PG 13	CPPA		
21	Training	Verify PII training completed w/in last 365 days	SVM		
22	Trainning	Review reg. Training in FLTMPS	CPPA		
		DUINS Check-In Complete/Filed	XO		