

ODS Required Paperwork/Items to Bring

Below is the required paperwork needed for each student reporting to Officer Training Command Newport. You will receive all paperwork turned in to us back at the end of the course. For HPSP Students, please scroll to the bottom of the page to see your paperwork requirements.

Officer Development School Required Paperwork

(You should bring 3 copies of each requirement)

- Permanent Change of Station (PCS) or Reserve Orders and any Modifications
- Copies of prescriptions from civilian physicians if taking prescription medication. At Minimum 1 weeks' worth of medication should be hand carried with you. You may bring 5 weeks worth, but with a prescription you can get it filled once you are here.
- All medical/dental records and immunization records. Military and Civilian.
- Oath of Office. This is MANDATORY!!!
- Direct Deposit Information (Your banks routing number and your account number).
- Direct deposit is not optional. Bring your bank account number and financial institution's routing number (RTN) for your direct deposit. You will be offered the opportunity to open an account with Navy Federal Credit Union but this is not mandatory.
- Birth certificate. (Original)
- **Social Security Card. (Original) - ALL MEMBERS MUST HAVE ORIGINAL SSN CARD WITH THEM!**

If the student is unable to bring originals (besides your Social Security Card) the students must have a Court Certified True Copy of each document. Notarized copies will not be accepted.

- State or Federal issue photo identification (driver's license, state identification card or passport).
- Marriage License (if applicable). (Original)
- Spouse's identification card (if applicable). (Original)
- Birth Certificates and Social Security Cards for all dependents (all children/spouse if applicable). (Original)
- Child custody documents (if applicable). (Original)
- Divorce documents (if applicable). (Original)
- Recruiter Contact Information (Name/Phone/Fax and NRD Address)
- **!!ACCESSION BONUS INFORMATION!!:** If you are receiving an accession bonus, we will need:
 - Service Agreement
 - Congratulations Letter

For Prior Military Service Only:

- All DD-214's
- Page Two (Record of Emergency Data). - It would be acceptable if you re-signed the two copies of the current page 2 on the last page under your previous signature. Your new signature means that there are no changes to the current page 2, and that it is up-to-date. After your new signature, put today's date. Without a page 2, we cannot pay you Basic Allowance for Housing (BAH) Type 2.
- Last PSD Point of Contact info (POC Name/Phone/Fax/and Address)
- For prior active reserve service, please bring all DD-214s and reserve points capture to accurately determine all reserve and active time served.
- Reservists need to bring their Reserve Points Summary sheet in addition to their DD-214.

For HPSP Students Only.

- You will not need the above paperwork. You only need to bring your Permanent Change of Station (PCS) or Reserve Orders and any Modifications.
- Verify with the HPSP office that your Page 2, otherwise known as your "Record of Emergency Data" has been updated (if necessary) within the last 12 months for any changes. If not, please update your Page 2 with the HPSP office.

**Please note, all HPSP students pay issues will be handled by the HPSP office in Bethesda, Maryland. If you have questions or need assistance, please email OH@med.navy.mil and your inquiry will be processed promptly by the HPSP staff.

***All HPSP student medical/dental records will be sent to ODS from the HPSP office.

Immunizations: the following immunizations/labs will be administered/drawn at ODS:

TWINRIX (HEP A/HEP B Combination)	HEP A Series	HEP B Series
HIV and Results (Within last year)	HEP B Titer	Tetanus (Tdap)
PPD (Tuberculosis)	IPV (Polio)	Influenza
Varicella Tite	Typhoid	Yellow Fever
MMR (Measles, Mumps, Rubella)	Varicella	ABO/RH (Blood Type)
G6PD/Sickle Cell	V Zoster IGG	DNA

**If you have immunization records (military or civilian) that cover these items, you will need to bring them, or you will receive them again. You will need these on day one of training.

Other Items:

- _ ****Special Dietary and Religious needs must be expressed on the first day of training. OTCN will do everything possible to accommodate all special and religious needs without compromising training.**
- Money: Meals will be paid for by each student. Money is collected on a weekly basis by the company mess treasurer. Meals cost approximately \$15/day for a weekly cost of \$105. **You should bring enough cash to handle the first two weeks of meals (\$210). You will have access to an ATM machine.**

Required Items To Bring:

You will be issued all necessary uniform items upon arrival at ODS. You will also receive a clothing allowance of \$400.00. Below are the items needed to begin training and estimates for how much of each you will require.

MEN	WOMEN
<ul style="list-style-type: none"> _ T-Shirts (white, crew neck) – 8 each _ Underwear, Briefs – 10 pair <i>* boxer briefs boxer shorts/regular</i> _ Athletic Socks (white) – 10 pair – (Any type and length) _ Towel – 2 each _ Washcloth – 2 each _ Black dress socks – 7-8 pairs 	<ul style="list-style-type: none"> _ T-Shirts (white, crew neck) – 8 each _ Underwear, Briefs– 10 <i>*basic underwear</i> <i>* underwear should be white or a neutral color.</i> <i>Avoid patterns, fashionable or shear underwear. It should be functional wear for activities from classroom study to working out.</i> _ Athletic Socks (white) – 10 pair (any type and length) _ Towel – 2 each _ Washcloth – 2 each _ Brassiere/Sports Bras _ Swimsuit, one piece conservative (Black/Navy Blue) _ Black dress socks – 7-8 pair
Personal Toiletries	Personal Toiletries
<ul style="list-style-type: none"> _ Basic Items Only _ Shaving gear (no electric shavers) _ Toothbrush/paste and floss _ Deodorant _ Soap/Shampoo _ Nail Clippers _ Shower shoes _ White mesh laundry bag 	<ul style="list-style-type: none"> _ Feminine Hygiene Products _ Toothbrush/paste and floss _ Deodorant _ Soap/Shampoo _ Nail Clippers No Make-up or hair products (gel/mousse/hairspray) will be authorized until the last portion of training. You may bring them. _ Shower Shoes _ White mesh laundry bag

_ Civilian Clothes. Civilian clothes should be brought. You may have approximately 4-5 days of liberty where you can wear civilian clothes. Plan accordingly.

_ All students need to bring a combination padlock. (Key locks are not authorized)

Prior Service:

_ Bring medals (Large), Ribbons, and Warfare Devices. If your prior service was with any service other than the Navy, you will need to procure or order your medals/ribbons/devices prior to your arrival. The Uniform Shop here does not carry a large assortment of different service items.

Running Shoes:

_ Please invest in a quality pair of running shoes less than six months old. You will be running 5-7 miles per week, depending on where you are in training. Running is conducted on pavement, so a good pair of shoes is important. (Running will be less during winter months due to outdoor conditions.) Vibrams, or any other type of "Five Finger Running Shoe" is not authorized while at ODS.

Authorized Items:

- _ Alarm Clock, Battery-Operated (No radio function)
- _ Cell Phones (will be authorized after hours)
- _ Wristwatch (will be authorized later in training)
- _ Wallet and Check Book/Debit Card

Other Items:

- _ 2-3 black ink ball point pens
- _ Envelopes
- _ Stamps
- _ Scissors
- _ 6" x 9" Steno Notebook. (Basic Color)
- _ Cleaning supplies. Students usually spend money buying personal cleaning supplies. You may bring these items if you desire. (Usual Items cover basic dusting and cleaning personal spaces)
- Shoe Shine Kit (Black Polish/Brush/Cloth)
- Small container of laundry detergent.

*There is a place to purchase these items if you do not wish to pack them. Navy Exchange/Wal-Mart and other locations are located on or close to the base.