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**Section 1: Total Force Officer Training In-Processing Documents**

* Cadet Welcome Packet, Det 12-24 TRS Welcome Letter, OTS Form 1, Immunization Letter, TB Screening Questionnaire, Fitness Screening Questionnaire, AU MAC Form 2, UPRS at OTS Command Policy, AETC Form 341, Student Computer Information, OTS Religious Accommodation Information, AAFES In-Processing List, Required Items Checklist (Active/Reserve Prior Service), Required Items Checklist (NPS & Switching Service), FAST START Direct Deposit Form, TMO FAQ, Line Accessions Base Availability List, TFOT Training Certificates

**Section 2: Officer Training School Required Documents**

* License Plate Number, Vehicle Registration, Proof of Insurance, Driver’s License/Military ID, 10 Copies of Orders, Enlisted Records, Birth Certificate (x3), Marriage Certificate (x3), Medical Records, Immunization Records, AF Form 422, College Transcripts, Direct Deposit Form, 2 Methods of Payment, SSNs

**Section 3: Prior Enlisted Records**

* SGLI/DD Form 93/VRED, DD Form 4, Copy of Orders (x10), vMPF Records Review Rip (Individual Information), Verification of Military Experiences and Training (VMET), Military SURF, vMPF Printout, Career Data Brief, Any Award Citations that are not annotated on the records review rip of VMET), Assignment Email Notification, Training Certificates

**\*ALL PRDA DOCUMENTS PRINTED AND STORED IN A SINGLE PACKET IN BACK\***