

This process is generally quick, once I submit an approved packet (2-3 weeks)

*These packets can get kicked back for a lot of things, ESPECIALLY for legibility.

*Please write legibly

*Packet forms must be either CAC signed or hand signed with a date

*If you make a mistake, just use a new form

*Generally, everything applicable in yellow must be filled out

*If you don't have a middle name for those blocks put "NMN"

Child Protection Training (CPT):

-Everyone must take the CPT on https://train.gordon.army.mil/webapps/ChildProt_v12/, then add the signed certificate and the signed page to this packet. You may have to go to the library, etc., to fill this out.

Job Description:

-Included (has to be included in final packet also)

Form 1 30A:

-Fill out full name, first, middle, last

Form 2 30:

-Fill out everything in yellow, if applicable.

-You don't need prefix or suffix

- If you have prior names, or a maiden name or names, those must be annotated.

-For DOB, put it as YYYY/MM/DD.

-If foreign born, make sure you have the state and city if applicable

Form 3 2981:

-For "Other Names Used", please put all former and maiden names in there, to include full middle

-Make sure to check all 6 question blocks with yes or no. If there is a yes, put that information in a-g.

-Sign and date on both pages

-If a minor aged 14-17 is filling out the packet, the parent will sign at the end of page 2

Form 4 5018-r:

-Full name (first, middle, last)

-For instance: "this 20th day of July 2024"

-Then sign and date. If it is a minor's application, the name of the minor goes in section A, but the parent/guardian must sign as the Client.

Form 5 "Initial Screening Application":

-Just fill out everything legibly

-Type full name to include middle (don't add maiden)

-Use the MM/DD/YYYY format here

-For each reference, either phone or email is fine

-Then sign and date

Form 6 3439:

-Take two of these and have either an employer or acquaintance fill it, date, put in name, and sign (10-12). These can be someone at work or even someone at church.

After all forms have been filled out correctly bring them back to your POC, then they will give you a 28L fingerprint form and a data sheet, you will then make an appointment with the base FP station, take those forms with you, have your prints done, have it signed by their people, then bring your POC.

That's it!