HEADQUARTERS NEW CADET BARRACKS
UNITED STATES CORPS OF CADETS
West Point, New York

ADMINISTRATIVE MEMORANDUM NUMBER 12

1 June 1960

(Effective until 31 August 1960 unless sooner rescinded or superseded)

ADMINISTRATIVE FORMS, NEW CADET BARRACKS

1. The following is a list of forms to be completed by the Class of 1964, suspense dates as indicated. Neatness, legibility and accuracy are of the utmost importance in completing all forms. Company administrative personnel will carefully check all items on forms prior to submission and effect necessary accomplishment. The New Cadet will PRINT whenever his signature or long handwriting is not specifically required.

a. Oath of Allegiance and DD Form #98. - (Form #98 in duplicate). Both forms will be completed on 5 July. Company Tactical Officers will witness forms in accordance with instructions and submit to Headquarters, New Cadet Barracks in alphabetical order by 1200, 6 July 1960.

b. DA Form #93, "Record of Emergency Data." - Prepared in duplicate. First Sergeants will check for completeness and forward thru Company Tactical Officer to Headquarters, New Cadet Barracks by 1200, 6 July 1960.

c. USMA AG Form 2-230, "Information Questionnaire." - Will be completed in a single copy. First Sergeants will check for completeness and accuracy and forward thru Company Tactical Officer to Headquarters, New Cadet Barracks by 1200, 9 July 1960.

d. DD Form 1846, "Change of Address." - Necessary number filled out. First Sergeants will check for completeness and accuracy and mail in the Post Office not later than 9 July 1960. No postage stamp is necessary; however, all cards mailed will be stamped prior to issuing to New Cadets, "Please do not send food prior to 31 August 1960." Report completion prior to 1800, 11 July 1960.

e. Form W-4, "Employees Exemption Certificate." - Prepared in a single copy and submitted thru the Company Tactical Officer to Headquarters, New Cadet Barracks by 1200, 12 July 1960.

f. "National Agency FBI Fingerprint Card." - To be completed prior to the fingerprinting formation. First Sergeants will check for completeness and accuracy and comply with Administrative Memorandum #10, Headquarters New Cadet Barracks, cs. Forms will be retained by the Assistant Provost Marshal and submitted to Headquarters, USCC, within ten (10) days after the completion of fingerprinting.

g. DD Form #53, "Report of Home Address at time of last Entry into Service." - Will be prepared in accordance with Unnumbered Memorandum, Headquarters USCC, subject: "Preparation of Notification of Home Address at Time of Latest Entry in Active Service," DD Form #53, and submitted thru the Company Tactical Officer to Headquarters, New Cadet Barracks by 1200, 15 July 1960. Drill rolls will be attached explaining the absence of forms for any New Cadets. Those prepared by probational cadets will be submitted separately. Forms will not be prepared by New Cadets previously inducted under Universal Military Training and Selective Service Act.

h. USMA AG Form 2-81, "Payment of Mileage." - Will be completed in duplicate. First Sergeants will check for completeness and accuracy and submit thru Company Tactical Officers to Headquarters, New Cadet Barracks, by 1200, 15 July 1960.

i. DD Form #398 and 340. - (Form #398 in single draft copy; Form 340 in quintuplicate) - First Sergeants will check for completeness and accuracy and forward to Company Tactical Officer by 23 July 1960. Company Tactical Officers will check and forward to Headquarters, New Cadet Barracks, by 1200, 24 July 1960.

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