

INFORMATION SHEET

I need the following questions answered to process your request for processing Annual Training orders

Officer must arrive able to meet Army Standards for performing Annual Training.

Duty Location: _____

1. Current Contact Information:

Name:

SSN:

Address:

Contact number(s):

2. Is your address updated in AKO? If it is different from what you want your orders address to state, you will need to update your AKO or provide your duty orders.
3. Do you have at least a Secret Clearance that has not or will not expire? Will it expire during training?
4. Do you have a current CAC card?
5. Do you have any pending actions or flags? Are you enrolled in the Weight Control Program, or an APFT failure? If yes to any of these questions you cannot receive an order.
6. Is your PHA within 12-15 months and/or will it expire during training?
7. Is your HIV within 2 years?
8. Do you have a GCC (Government Credit Card)?
9. What is your Mode of Travel to attend training? POV or AIR
10. Are you currently mobilized or will you be mobilized during dates of training?

NOTE 1: HRC does not grant individual rental cars, if you wish to have one your individual command must authorize/pay for it.

NOTE 2: It is your responsibility to ensure you are prepared to perform Annual Training. Please ensure your information is complete and updated. You can update some items through AKO and other items through your S1 or Assignment Officer. If your Physical or HIV Screening must be updated please call LHI at 1-800-666-2833 or visit <http://rhrp.fhpr.osd.mil/home.aspx> to schedule an appointment.