

MIDSHIPMEN DISBURSING OFFICE

COVERSHEET / CHECKLIST

These forms and instructions are included in the permit to report package to ensure you can prepare all required documents prior to reporting on I-Day.

Please read instructions carefully with regards to content and submission guidelines. Some will be emailed, some brought on I-Day, and some are just for informational purposes.

Use this as coversheet and staple all Disbursing documents to it that you plan to turn in to the Station 2 Disbursing table on I-Day.

SF 1199A (MANDATORY)

USNA 4600 (OPTIONAL)

DD 1351-2 (OPTIONAL)

ACE LOAN (INFO PURPOSES ONLY)

529 & SCHOLARSHIP FUNDS (INFO PURPOSES ONLY)

READ THIS BEFORE SENDING SCHOLARSHIP OR 529 MONEY