

NSI REQUIRED PAPERWORK/ITEMS TO BRING

Below is the required paperwork needed for each student reporting to Officer Training Command Newport. You will receive all paperwork turned in to us back at the end of the course.

Naval Sciences Institute Required Paperwork

- Permanent Change of Station (PCS) or Reserve Orders and any Modifications
- Copies of prescriptions from civilian physicians if taking prescription medication. At Minimum 1 weeks' worth of medication should be hand carried with you.
- All medical/dental records and immunization records. Military and Civilian.
- Direct Deposit Information (Your banks routing number and your account number).
Direct deposit is not optional. Bring your bank account number and financial institution's routing number (RTN) for your direct deposit. You will be offered the opportunity to open an account with Navy Federal Credit Union but this is not mandatory.
- Enlisted Service Record
- Recruiter Contact Information (Name/Phone/Fax and NRD Address)
- All DD-214's
- SGLI Paperwork (Serviceman's Group Life Insurance)
- Page Two (Record of Emergency Data).
-It would be acceptable if you re-signed the two copies of the current page 2 on the last page under your previous signature. Your new signature means that there are no changes to the current page 2, and that it is up-to-date. After your new signature, put today's date. Without a page 2, we cannot pay you Basic Allowance for Housing (BAH) Type 2.
- Last PSD Point of Contact info (POC Name/Phone/Fax/and Address)

Other Items:

- **Special Dietary and Religious needs must be expressed on the first day of training. OTCN will do everything possible to accommodate all special and religious needs without compromising training.**

Required Items To Bring:

-You will be issued all necessary uniform items upon arrival at ODS. You will also receive a clothing allowance based on your rank (Prior Chief Petty Officers will not receive this, as they have already received an allowance). Below are the items needed to begin training. No more than what is listed should be brought, any excess will be stored.

MEN

- T-Shirts (white, crew neck) – 3 packs
- Underwear, Briefs (white) – 5 pair
* *boxer briefs boxer shorts/regular*
- Athletic Socks (white) – 3 packs
(Any type)
- Towel – 1 each
- Washcloth – 1 each

Personal Toiletries

- Basic Items Only
 - Shaving gear (no electric shavers)
 - Toothbrush/paste and floss
 - Deodorant
 - Soap/Shampoo
 - Nail Clippers

WOMEN

- T-Shirts (white, crew neck) – 3
- Underwear, Briefs (white) – 5 pair
* *basic underwear*
- Athletic Socks (white) – 3 packs
(Any type)
- Towel – 1 each
- Washcloth – 1 each
- Brassiere/Sports Bras
- Swimsuit, one piece conservative
(Black/Navy Blue)

Personal Toiletries

- Basic Items Only (full size)
 - Feminine Hygiene products
 - Toothbrush/paste and floss
 - Deodorant
 - Soap/Shampoo
 - Nail Clippers
 - No Make-up or hair products (gel/mousse/hair spray) will be authorized until the last portion of training.

Personnel with poly/wool khaki's or NWU's should bring them, otherwise they will be required to purchase them during uniform issue.

All students need to bring a combination padlock. (Key locks are not authorized)

Ribbons, and Warfare Devices

Running Shoes: Please invest in a quality pair of **running** shoes less than six months old. You will be running 3-4 miles per week, depending on where you are in training. Running is conducted on pavement, so a good pair of shoes is important.

Authorized Items:

- Alarm Clock, Battery-Operated
- Cell Phones
- Wristwatch
- Wallet and Check Book

Other Items:

- 12" ruler
- 2-3 black ink ball point pens
- Supplies for school, such as notebooks, etc.