IDT PARTICIPATION WORKSHEET

ACTIVITY_____ UNIT_____ PREPARED BY_____

PERSONNEL IDT FOLDER(LEFT SIDE)					
* IDT HISTORY BY ANNIV YEAR (printed nlt 30 days fm anniversary date)					
PERSONNEL IDT FOLDER (RIGHT SIDE)					
COPIES OF ORDERS TO CURRENT UNIT					
ORIGINAL SAT PARTICIPATION (NAVRES 1570/2)					
COPIES OF NAVRES 1570/2 SENT TO MBR					
* CORRES RELATING TO IDT PARTICIPATION					
DDS DOCUMENTS					
COPIES OF W-4 FORM					
*COMPLETED AT/ADT/ADSW ORDERS WITH ENDORSEMENTS AND PAY VOUCHERS					
CURRENT COMMISSARY CARD STUB					
STATE OF LEGAL RESIDENCE (DDS 2058)					
COPY OF NOTICE OF BASIC ELIGIBILITY (NOBE)(DD 2384)					
ET/RS/ADD IDT PARTICIPATION RECORD					
IDT FOLDER NEEDS PURGING					

REFERENCE: COMNAVRESFORINST 1001.5C, CH - 1 AND BUPERSINST 1001.39C

* DENOTES ITEMS TO BE REATINED FOR CURRENT AND PAST TWO FISCAL YEARS