ARMY PAPERWORK INSTRUCTIONS  
(For Vets)

You have been chosen to participate with one of our Army sites. The following Paperwork is needed IMMEDIATELY in order for you to participate with them. The forms are attached to this email. Please input complete information for each form (see instructions below), print them out, sign and date if needed, then mail back to: Camp Adventure Youth Services
Attn:  Dawn Weber
2351 Hudson Road, HPC 106
Cedar Falls, IA  50614

They are very picky about the quality of this paperwork so please be sure you are very thorough when completing:

_____ IMCOM FORM 30 (Background Check Work Order Ticket):
- Only Complete Section III (Subject’s Information) on this form.
- Be sure to provide your full name (Last, First, Middle). If something doesn’t pertain to you, please provide an “N/A” instead of leaving blank (for example...Prefix/Rank, Maiden Name, Postfix/Suffix).
- Leave anticipated start date blank.

_____ RELEASE/CONSENT STATEMENT:
- Provide Full Name (Last, First, Middle Initial) on both pages 1 & 2.
- Answer Yes/No to Questions 1 – 3. If answered yes to any of 1-3, provide detailed information in #4.
- Sign and date only in the first Signature spot.

_____ DA Form 5018-R (ADAPCP Client’s Consent Statement for Release of Treatment Information):
- In Section A, complete full name (first, middle, last) and date
- In Section B, you sign and date as client; but you also need a Witness to print, sign and date.

_____ IMCOM FORM 29 (Child Services SCHR Residency Information Sheet):
- Complete entire form. If something is not applicable to you, please provide an N/A in that box instead of leaving it blank.
- Be sure to include your Full Middle Name.
- Be sure Place of Birth includes City, County, State & Country.
- Please start with where you are currently living and go back 5 years showing where you’ve lived. PLEASE BE SURE YOU ENTER IN CHRONOLOGICAL ORDER STARTING WITH MOST RECENT. If you moved into an address at school, you will need to show that. If you moved back home during the summer months, you will need to show that. You cannot show living at more than one address at a time.
- If more space is needed for places lived, please just continue with same format and attach a second sheet.

_____ OF306 (Declaration for Federal Employment Form):
Please complete 1(First, Middle & Last Name - if you have no middle name, please indicate on the form), 2, 3a(City & State), 3b(yes or no), 4(Month/Day/Year), 5(if not applicable, please indicate so with an N/A), 6, 7a, b & c(follow instructions on form as to how to fill these out), 8, 9, 10, 11, 12, 13, 14, 15, 16(if needed), 17a(sign and date in applicant’s signature spot).

_____ FD258 FINGERPRINT CARD FOR FBI CHECK

_____ STATE BACKGROUND CHECK FORMS FOR STATES LIVED IN LAST 5 YEARS (there may be nothing needed)