

## CONNECTICUT MILITARY DEPARTMENT



### INSTRUCTIONS FOR SIGN-IN ROSTER

**PURPOSE:** To track training requirements of individual personnel in the active membership in the units of the Armed Forces of the State of Connecticut.

**USE:** Sign-in rosters must be used for all mandatory training events required by the Connecticut Military Department as prescribed by The Adjutant General. Training events listed on unit training schedules also require a sign-in roster in order to document attendance of individual members.

**INSTRUCTIONS:** The training section should complete the top section of the form (Unit, Date, Subject & Instructor). Each individual in attendance enters the appropriate information on each line.

**CERTIFICATION:** At the conclusion of training, the instructor signs the roster, certifying the personnel listed were present.

#### SEND APPLICATIONS & SUPPORTING DOCUMENTATION TO:

Connecticut Military Department  
Military Administrative Officer  
360 Broad Street Rm. 113  
Hartford, Connecticut, 06105-3795  
860-524-4968 (Phone)  
860 -548-3239 (Alt Phone)  
860-493-2721 (fax)

**CONNECTICUT MILITARY DEPARTMENT  
SIGN-IN ROSTER**



UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

No.	PRINTED NAME	RANK	SIGNATURE
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Signature of Instructor

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Signature of Instructor

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No.	PRINTED NAME	RANK	SIGNATURE
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Signature of Instructor