

III CORPS NCOA

TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed pre-execution checklist in his/her possession upon arrival to scheduled class.

LAST NAME: _____ **FIRST NAME:** _____ **SSN:** _____

typed or printed

UIC: _____ **UNIT:** _____ **DOR:** _____

REDEPLOYMENT DATE: _____

COURSE TITLE: PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1 ST Line Supervisor's Initials			Soldier's Initials	
YE	NO	N/A		
S				PART I – PRE EXECUTION (D-90 to D-1)
		x		Coordination between customer unit and TASS unit to identify the soldier by name?
				Is soldier in receipt of school / course information?
				Read ahead packets (student guide) complete? Pre-testing non-applicable to PLDC.
				All required clothing/equipment IAW School/Course Info Packet
				Soldier demonstrated physical fitness requirement on APFT within 180 days of scheduled departure for school. LAST APFT SCORE _____ LAST APFT DATE _____
				Does soldier meet height/weight standards of AR 600-9? If NO, complete following information: DATE PREPARED _____ HEIGHT _____ WEIGHT _____ BODY FAT% _____ AGE _____ Copy of DA Form 5500-R attached if applicable? YES/NO
				Current/Valid identification card
				ID Tags (1 pair), Army Value card/tag
				If applicable: Soldier requiring corrective lenses has a set of military prescription eye glasses (plastic only) and protective mask inserts.

				Soldier has a properly fitted Protective Mask, complete with all accessories, and TM.
				Is soldier eligible to reenlist? (AR 351-1, para 5-14b) *If NO, soldier cannot attend.
				Is soldier currently flagged? If YES, soldier cannot attend.
				Soldier has at least 180 days remaining in service after graduation? (AR 351-1, PARA 5-3D(7)-(10)? Current ETS DATE _____
	1 ST Line Supervisor's Initials		Soldier's Initials	
				Is soldier promotable?
				Has soldier been selected for SF training?
				Does soldier fall under the Lautenberg Amendment. If YES, soldier cannot attend.
				Has soldier attended PLDC before? If YES, circle the type of release from the previous class: Academic Administrative Disciplinary Medical Date Attended: _____
				Does the soldier have a temporary profile?
				Does the soldier have a permanent profile? If YES, attach a copy of P2/P3 with MMRB results. P3 profiles must contain all three doctors' signatures.
				Is soldier pregnant? If YES, soldier cannot attend.
				Does soldier's Class A uniform fit properly and all sew-on insignia properly placed? (AR 670-1)
				Does soldier have any personal or financial problems that could interfere with the successful completion of the course? If so, the Commandant must be contacted NLT 10 days prior to the start date of the class.
				Does soldier have any appointments or commitments scheduled that could interfere with the completion of the course?

(if applicable, DA Pam 611-21). Not applicable to PLDC.													
Physical demand rating/profile (enter PULHES per DA Pam 611-21).	P	U	L	H	E	S		P	U	L	H	E	S
DA Form 1059 for all previous required Phases for phase/course attending (if applicable). Not applicable to PLDC.	_____ school code _____ Date of completion _____ Course completed _____ Phase completed												
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen). Not required for PLDC.													

PART IV REQUIRED DOCUMENTS	
Security Clearance (If applicable, attach as required). Not applicable for PLDC.	
Permanent Profile attendees have copy of MRB(P3,P4) results, with DA Form 3349 signed by his/her commander, and have an Army doctor-approved alternate aerobic event for APFT (if applicable). P3 profiles must have all three signatures and completed MRB.	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	

UNIT COMMANDERS WILL ENSURE ALL SOLDIERS, INCLUDING WALK-ONS, ENROLLED IN INSTITUTIONAL TRAINING MEET COURSE PREREQUISITES. SOLDIERS WHO REPORT FOR TRAINING MUST HAVE IN THEIR POSSESSION A COMPLETED PRE-EXECUTION CHECKLIST, SIGNED BY THE SOLDIER AND THE UNIT COMMANDER. THE PRE-EXECUTION CHECKLIST WILL BE USED TO VERIFY ROUTINE PREREQUISITES SUCH AS LINE SCORES, PULHES, AND DA FORM 1059. UNIT COMMANDER CAN FURTHER CERTIFY THE COMPLETION OF PREREQUISITE TESTING/EVALUATION (I.E., TYPING TEST). DOCUMENTARY EVIDENCE OF SECURITY CLEARANCE, PHYSICAL PROFILE,

WAIVERS AND OTHER NON-ROUTINE PREREQUISITES ARE REQUIRED IN ADDITION TO THE PRE-EXECUTION CHECKLIST. THE UNIT COMMANDER'S SIGNATURE ON THE PRE-EXECUTION CHECKLIST WILL SUFFICE AS CERTIFICATION THAT THE SOLDIER MEETS ROUTINE COURSE PREREQUISITES (AS STATED ABOVE) IAW ALL REQUIREMENTS OF THE COURSE AS LISTED IN DA PAM 351-4 (U.S. ARMY FORMAL SCHOOLS CATALOGUE), THE ATRRS PREREQUISITE SCREEN, AND DA PAM 611-21 FOR MOSQ COURSES.

SOLDIERS REPORTING FOR TRAINING WITHOUT A SIGNED CHECKLIST WILL BE GIVEN UNTIL 1500 ON THE DAY OF ENROLLMENT TO PROVIDE THE CHECKLIST WITH APPROPRIATE ATTACHMENTS. SOLDIERS ATTENDING IDT COURSES WILL BE GIVEN UNTIL SATURDAY OF THE SECOND MUTA-4. AFTER THIS TIME, SOLDIERS WILL BE RETURNED TO THEIR UNIT. THE PURPOSE IS TO ENFORCE THE IMPORTANCE OF THE CHAIN-OF-COMMAND PREPARING THEIR SOLDIERS FOR TRAINING. THE PRE-EXECUTION CHECKLIST IS A PRE-ENROLLMENT REQUIREMENT FOR ALL TASS COURSES/INSTITUTIONS EXCEPT OCS, CAS3, CGSOC, AND THE SGM COURSE. THE PRE EXECUTION CHECKLIST IS FOUND IN APPENDIX H OF THIS REGULATION.

NOTES:

1. For any questions concerning enrollment eligibility or the OML, contact the OML Manager at (254) 287-4691 or PLDC Operations at 287-0223. (DSN 737-4691 or 737-0223).

*Soldiers that are ineligible to reenlist because of RCP and have a reenlistment code of 9G on their 2-1 may attend provided they have met the cutoff score and have 180 TIS remaining.

**Soldiers who were an academic release from a previous course must have a letter of retraining signed by the Commander or ISG prior to being put on the OML. Letters of retraining can be faxed to 286-5046 (DSN 566-5046).

2. All soldiers with P2 or P3 profiles must receive approval for enrollment at least 7 days prior to enrollment day. Soldiers with a P3 profile must also have been to the MMRB. Paperwork for all profiles, (including a copy of the MMRB) must be faxed to the OML Manager at (254) 286-5046 (DSN 566-5046) or taken to Bldg 410002.

3. Soldiers must have all items listed in the packing list in his/her possession on enrollment day and in serviceable condition. TDY soldiers will be issued a weapon from the Academy. TDY soldiers in units that do not possess TA-50 must obtain the equipment required from their unit. The NCO Academy will not issue TA-50 items to TDY soldiers.

4. Soldiers with appointments or commitments during the course should reschedule those appointments or be deferred to a later class. Soldiers need to attend all classes during the course, and appointments, commitments, personal or financial problems do not allow the soldiers to concentrate on the course material. For exceptional cases, contact the PLDC Commandant 10 days prior to enrollment day.

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Soldier's Signature:

Date: _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commander (typed

name) _____

Signature:

Date: _____

