

UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM, SEE TRADOC REGULATION 350-18; PROPONENT IS TRADOC G-3/5/7, TOMA)

Fillable form; may be printed and signed manually

1. NAME: Doe, John A.

2. UNIT: SM's Company, Battalion, Brigade

3. COURSE TITLE: Basic Leaders Course

4. REPORT DATE: BLC (TD1 Date)

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
SP	JD	Coordination between unit and school to identify the Soldier by name and reservation status?
SP	JD	Soldier in receipt of read ahead packet, school/course information, and graduation requirements? BLC Student Guide located at: https://www.usarpac.army.mil/NCOA/
SP	JD	Soldier completed prerequisite course / testing? (DA Form 1059 or other completion document)
SP	JD	All required clothing/equipment in accordance with school/course information packet?
SP	JD	Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
SP	JD	Soldier meets height/weight and body composition standards of AR 600-9?
SP	JD	Soldier has Government Travel Card or adequate cash/traveler checks?
SP	JD	Individual orders received (10 copies)?
SP	JD	Soldier has current periodic health assessment?
SP	JD	Soldier meets remaining Time in Service requirement?
SP	JD	Ten (10) copies of orders?
SP	JD	Transportation verified/DTS approved?
SP	JD	Soldier has current /valid identification card?
SP	JD	Soldier has ID tags (1 pair)?

Unit POC List:

Unit Phone#

Cell Phone#

CDR Office: 808-656-1234

Other: 808-888-1234

1SG Office: 808-656-4576

Other: 808-888-4567

1SG's Rank/Name

FTM Office: 808-656-6789

Other: 808-888-6789

Sponsor's Rank/Name

Unit Fax:

1SG Email: Enterprise Email Address

CSM Email: Enterprise Email Address

PART II - ROUTINE PREREQUISITES

Soldier Data Pulled from SM ERB

TASK	REGULATION DATA					SOLDIER DATA						
	CL	CO	EL	FA	GM	CL	CO	EL	FA	GM		
Minimum Aptitude Score (if applicable)						103	105	110	118	101		
	GT	MM	OF	SC	ST	GT	MM	OF	SC	ST		
						110	105	103	109	110		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for PIT profiles	P	U	L	H	E	S	P	U	L	H	E	S
							1	1	1	1	1	1

PULHES Data pulled from SM's ERB and Profile (If Applicable)

Military and civilian vehicle operator license(s) (if applicable):

Military license number:

Expiration date:

Civilian license number:

Expiration date:

State:

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

*Permanent profile attendees (if applicable): Must have a signed copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).

All required waivers (if applicable)

Other requirements (if applicable)

Other requirements of DA PAMPHLET 611-21 not previously listed:

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

I have been counseled and have read all requirements applicable to the course I'm selected 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 my successful completion of course requirements.

Student's Signature: SM's Hand/Digital Signature

I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.

Commanding Officer (typed name): Major T. Payne, CPT, IN, Commanding

Signature: Commander's Hand/Digital Signature

Note: PEC must be signed by unit commander. If the commander is not available, a copy of assumption of command orders must be provided with PEC.