

**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. Appropriate unit personnel will complete this checklist, and have it verified and signed by the Unit Commander. The soldier must have a signed pre-execution checklist in his/her possession upon arrival at the scheduled course.

NAME: _____ **SSAN:** _____
 (Typed or printed)

UNIT: _____ **DOR:** _____

COURSE TITLE: _____ **START DATE:** _____

PART I – PRE-EXECUTION (D-90 to D-1)		
First Line Ldr Initials	Soldier's Initials	
		Coordination between customer unit and TASS unit to identify the soldier by name.
		Soldier in receipt of school/course information.
		Read ahead packets/pretesting complete (if applicable).
		All required clothing/equipment IAW school/course information packet.
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school (as required).
		Soldier meets Standards of AR 600-9.
		Transportation requirements completed.
		Adequate cash/traveler checks/Government Credit Card.
		Individual orders received.
		School mailing address/telephone numbers received (for family).
		Ten copies of orders.
		Transportation verified/approved (Ticket picked up or in possession).
		Current/valid Identification Card.
		ID Tags (1 pair) and Army Values Card/Tag.
		Soldier requiring corrective lenses has a set of military prescription eye glasses and protective mask inserts (if applicable).
		Soldier notified of requirement to take APFT and weigh-in.
Unit POC List:	Duty Phone	Home Phone
CDR: ()	()	()
1SG: ()	()	()
FTM: ()	()	()
Unit FAX: ()	Unit E-Mail:	

Army personnel must meet the prerequisites for the course as stated on ATRSS unless they obtain a waiver. Army personnel must also satisfy applicable provisions of AR 611-series, AR/NGR 350-1, and other pertinent Army policies and regulations.

PART II – ROUTINE PREREQUISITES																	
TASK			REGULATION DATA					SOLDIER DATA									
Minimum aptitude Score (ASVAB) (Enter line score per DA PAM 611-21)			CO	CL	FA	GM	MM	CO	CL	FA	GM	MM	OF	EL	SC	ST	GT
			OF	EL	SC	ST	GT										
Meets color vision requirements (if applicable, DA PAM 611-21)																	
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)			_____ School Code					_____ Course Completed									
			Date of Completion					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)																	

PART III – REQUIRED DOCUMENTS		
First Line Ldr Initials	Soldier's Initials	
		Security clearance (If applicable, attach as required).
		Permanent profile attendees have copy of MRB (P3, P4) results, with DA Form 3349 signed by commander, and an Army doctor-approved alternate aerobic event for APFT.
		Over-Forty Cardiovascular Screening Program Clearance (if applicable).
		All required waivers (If applicable).

OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED		
First Line Ldr Initials	Soldier's Initials	
		I am not pregnant (Pregnant soldiers may not attend.)

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.

Commanding Officer (Typed Name)

Date:

Signature