

PRE-EXECUTION CHECKLIST

Suggest the TASS battalions send the Pre-Execution Checklist with the soldier's Welcome Letter and Student Guide. For those courses with multiple phases provide soldiers with a new Pre-Execution Checklist at the completion of a phase for those courses with multiple phases. The soldier should report to the next phase with the completed checklist. To help ensure accuracy and completeness preprint the checklist with the following:

- Required regulation data for ST and GT scores for the course
- Required regulation data for PULHES for the course
- Required DA Form 1059 for previous courses or phases
- Other requirements include: specific, non-routine, course prerequisites such as AHA Healthcare Provider BLS card, state requirements, and service remaining obligation

It is the TASS battalion's responsibility to verify non-routine and other required documents.

Note the highlighted portions in the following excerpt from TRADOC Reg 350-18. 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, 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 the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date 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 pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.

If soldiers report to the course without the required documentation and pre-execution checklist, then they are entered into ATRRS as code "U" with a reason code of "%". If they return the second MUTA-4 without requirements or do not show up at all then you must notify the student's first general officer in their chain-of-command and company commander in writing that enrollment is denied for not satisfying prerequisites IAW TRADOC Reg 350-18, para 3-32 and ATRRS is unchanged. If the student returns the second MUTA-4 with all requirements then the code "U" is changed to "I" and delete the "%" code. Counsel the soldier on the requirements, expectations, and consequences of not having the prerequisites by the required time using the June 1999 DA 4856 form.