

PRE-EXECUTION CHECKLIST GUIDE

The following is a Standard Operating Procedure for filling out the Army School System (TASS) Unit Pre-Execution Checklist, TRADOC Form 350-18-2-R-E dated JUL 2009.

1. Block 1: Soldier's Last name, First name, Middle Initial in that order
2. Block 2: Soldier's Social Security Number
3. Block 3: Soldier's Full Unit
4. Block 4: Soldier's Date of Rank
5. Block 5: "AIR DEFENSE ARTILLERY ALC"
6. Block 6: Report Date

Part I of the Unit Pre-Execution Checklist (D-90 to D-1)

This form is to be filled out by the soldier and the First Line Leader. It is the First Line Leader's responsibility to ensure verification and receipt of all required documents and equipment to attend the course. Both the Student and the First Line Leader must initial this portion to verify all prerequisites are complete.

IMPORTANT HOT ITEMS!!:

APFT:

SM must take an APFT 30 days prior to attending NCOES

SM meets standards of AR 600-9:

If SM does not pass the second body fat screening given by the NCOA, SM will receive a "Marginally Achieved" on their DA 1059

Transportation:

NCOA does not provide modes of transportation and the unit must ensure SM has a mode of transportation to and from training. NCOA advises SM not to schedule flights home on the day of graduation; the last flight out of Lawton is usually 1800.

Individual has current Periodic Health Assessment (PHA)

Reference Regulation AR 40-501 Para 8-19 (3): ALL PERSONNEL ON ACTIVE DUTY WILL UNDERGO A PERIODIC EXAMINATION WITHIN 3 CALENDAR MONTHS BEFORE THE END OF THE BIRTHDAY MONTH, AT AGES 30, 35, 40, 45, 50, 55, 60, AND ANNUALLY THERAFTER. Soldiers must have an exam prior to attending a NCOES course, failure to do so will result in a denied enrollment.

Unit POC List:

It is crucial to the success of the NCO while they are in the course that the Academy chain of command is able to contact the NCO's chain of command at any time. The POC list must be filled out completely to include all phone numbers, both work and home. The unit FAX number is also crucial in case the soldier has not brought the required documentation so the unit can FAX the missing paperwork. Finally, if all conventional communication fails it will be necessary to contact the chain of command by means of email.

Part II-Routine Prerequisites

Minimum Aptitude Score (ASVAB) IF Applicable: (UNITS RESPONSIBILITY)

There are two separate columns in this block: The first being regulation data: This data can be found in DA PAM 611-21, the following is the regulation data for the students attending ADA ALC at the Fort Sill Noncommissioned Officer Academy:

OF (Food): 95

EL (Electrical): 95

The second column is the **soldier's actual data** that can be found on the NCO's Enlisted Records Brief.

Color Vision Requirement: DATA as follows: Not applicable

Physical Demand Rating/profile: (Unit's Responsibility)

There are two separate columns in this block: The first being regulation data: This data can be found in DA PAM 611-21, the following is the regulation data for the students attending ADA ALC at the Fort Sill Noncommissioned Officer Academy:

Physical profile data of 222222

The second column is the soldier's actual data that can be found on the NCO's Enlisted Records Brief.

Prerequisite Phase/Course attendance (if applicable):

_____ **School Code:** The following is a list of school codes for the major academies in the United States Army. The correct code to be placed in this block is the last NCOES School that the NCO attended. For example if the NCO attended WLC in Fort Rucker the code for Fort Rucker will be placed in this box: 611.

SCHOOL CODES

601	NCO ACADEMY - FT LEE
603	NCO ACADEMY - FT JACKSON (CHAPLAIN)
604	NCO ACADEMY - FT JACKSON (SSC)

606 NCO ACADEMY - FT DEVENS
 609 NCO ACADEMY - REDSTONE
 611 NCO ACADEMY - FT RUCKER
 612 NCO ACADEMY - FT KNOX
 613 NCO ACADEMY - FT GORDON
 613A NCO ACADEMY - FT MEADE
 614 NCO ACADEMY - FT HUACHU
 620 NCO ACADEMY - BLISS
 621 NCO ACADEMY - FT BEN H
 625 NCO ACADEMY - MCCLELLAN
 630 NCO ACADEMY-FT MCL (MP) (MOVED TO FT L WOOD)
 631 NCO ACADEMY-FT MCL(CHEM)
 633 NCO ACADEMY - JFKWCS, FT BRAGG
 635 NCO ACADEMY - FT SILL
 640 NCO ACADEMY - CARSON
 645 NCO ACADEMY - RILEY
 651 NCO ACAD - EUSTIS (TRANS)
 652 NCO ACADEMY - FT LEONARD WOOD
 653 NCO ACAD - EUSTIS (AVLOG)
 661 NCO ACADEMY - FT JACKSON
 662 NCO ACADEMY - POLK
 672 NCO ACADEMY - ORD
 675 NCO ACADEMY - LEWIS
 680 NCO ACADEMY - BRAGG
 681 NCOA JAG SCH, CHARLOTTESVILLE, VA
 682 NCO ACADEMY - STEWART
 685 NCO ACADEMY - CAMPBELL
 687 NCO ACADEMY - FT DRUM
 690 NCO ACADEMY - HOOD
 691 NCO ACADEMY - APG
 692 NCO ACADEMY - HAWAII
 693 EIGHTH US ARMY, KOREA (EUSA)
 694 NCO ACADEMY - PANAMA
 695 7TH ARMY NCOA - GRAFENWOEHR
 695A 1ST ARMORED DIV NCOA - BAUMHOLDER
 695B 1 AR DIV NCOA-NURENBERG
 695C 3 AR DIV NCOA-BUTZBACH
 695D 3 IN DIV NCOA-KITZINGEN
 695E 8 IN DIV NCOA-BAUMHOLDER
 695F 7TH AR NCOA- GRAFENWOEHR
 696 NCO ACADEMY - ALASKA
 698 NCO ACADEMY - FT BENNING

_____Date of Completion: The through date of the last NCOES course that the NCO graduated from. This can be found in Block 11 of DA Form 1059 of the last NCOES course attended.

_____ Course Completed: Example: WLC
_____ Phase Completed: Does not apply to ADA ALC

Military and Civilian Vehicle Operator Permit: NCOs reporting to ADA ALC are not required to bring their DA Form 348 and OF 346.

PART III REQUIRED DOCUMENTS

Security Clearances: The following MOSs must have proof of Security Clearance SF 83 or Letter from Unit S-2: 13F, 13P, 13D, and 13R.

Permanent Profile attendees (if applicable): AC and AGR must have a copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsman must have a completed DA Form 3349 (must include Army doctor-approved aerobic event for APFT).

Student Signature: Student Signs that they have read, understood, and complied with all necessary documentation and course prerequisites and is able to attend the course.

Commanding Officer Signature: Commanding Officer has reviewed the NCOs packet to ensure completeness. Also the commander has identified that the NCO meets all qualifications and potential to successfully complete this course; and have counseled him/her on the requirements and hereby verifies his/her readiness to attend the course. Commander must have Assumption of Command orders if they are not an O-03.

Other Documents Needed to Bring to ALC:

Most recent copy of ERB

Copies of all Previous 1059s (Academic Evaluation Report) for all NCOES Courses attended

Copy of DA Form 3349 (Physical Profile) if applicable

Copy of Current Physical if not updated on ERB

Copy of Valid Security Clearance if applicable (DA Form 873)

5 copies of orders assigning you to the NCOA Academy

If SGT in a promotable status, must bring updated copy of C10 Roster to verify you are on the promotion standing list.