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:

2. UNIT:

3. COURSE TITLE: 4. REPORT DATE:

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
		Coordination between unit and school to identify the Soldier by name and reservation status?
		Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
		Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
		All required clothing/equipment in accordance with school/course information packet?
		Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
		Soldier meets height/weight and body composition standards of AR 600-9?
		Soldier has Government Travel Card or adequate cash/traveler checks?
		Individual orders received (10 copies)?
		Soldier has current periodic health assessment (PHA) and dental exam?
		Soldier meets physical qualifications for special skills as specified in AR 40-501?
		Soldier meets remaining Time in Service (TIS) requirement?
		Transportation verified/DTS approved?
		Soldier has current/valid identification card?
		Soldier has ID tags (1 pair)?

Unit POC List:

Phone Number with Area Code

CDR Office: Other:

1SG Office: Other:

FTM Office: Other:

Unit Fax:

1SG Email:

CSM Email: