

AIR ASSAULT SLOTTING PROCEDURES

- a. Air Assault:
1. All packets will be submitted to the Operations Department in person by a Brigade/Battalion School representative no later than 72hrs prior to the start of the class.
 2. Packets will be submitted no later than 3 working days prior to the start of the class.
 3. Packets will consist of a FC Form 4137 with all blocks fully filled out. This form will be Digitally Signed and Digitally Filled out. **Operations will not accept incomplete forms and handwritten forms.**
 4. Brigades are entitled to the allocations set by the Chief of Operations and will not be granted additional allocations if they are not filling their current allocations.
 5. Brigades will not cancel a student the day of the course they must be canceled 24hrs prior to the start date.
 6. Brigades will not utilize the walk on system to fill their allocations. **Operations can turn away any walk on at any time.**
 7. Drop slips will be shredded after 72hrs of creation therefore Soldiers are required to pick them up within that time frame.
- b. FRIED/SPIES & Rappel Master:
1. All 101st Airborne Division (AASLT) units including tenant units will submit a packet with their Air Assault orders and FC Form 4137 with all blocks fully filled out. This form will be Digitally Signed and Digitally Filled out. **Operations will not accept incomplete forms and handwritten forms.**
 2. Packets will be submitted no later than 3 working days prior to the start of the class.
 3. Off Post Soldier Packets will consist of a FC Form 4137 with all blocks fully filled out. This form will be Digitally Signed and Digitally Filled out. **Operations will not accept incomplete forms and handwritten forms.**
 4. Brigades are entitled to the allocations set by the Chief of Operations and will not be granted additional allocations if they are not filling their current allocations.
 5. Brigades will not cancel a student the day or the course they must be canceled 24hrs prior to the start date.
 6. Brigades will not utilize the walk on system to fill their allocations. **Operations can turn away any walk on at any time.**
- c. Pathfinder:
1. All 101st Airborne Division (AASLT) units including tenant units will submit a packet with their Air Assault orders, Soldier Talent Profile, ACFT Card (within 12 months), Non-Air Assault Qualified Waiver (**see enclosure 01**), and an FC Form 4137 with all blocks fully filled out. This form will be Digitally Signed and Digitally Filled out. **Operations will not accept incomplete forms and handwritten forms.**
 2. Packets will be submitted no later than 10 working days prior to the start of the class.
 3. Off Post Soldier Packets will consist of a Soldier Talent Profile, ACFT Card (within 12 months), and an FC Form 4137 with all blocks fully filled out. This form will be Digitally Signed and Digitally Filled out. **Operations will not accept incomplete forms and handwritten forms.**

4. Brigades are entitled to the allocations set by the Chief of Operations and will not be granted additional allocations if they are not filling their current allocations.
5. Brigades will not cancel a student the day of the course they must be canceled 24hrs prior to the start date.
6. Brigades will not utilize the walk on system to fill their allocations. **Operations can turn away any walk on at any time.**
7. BDEs will submit packets for the number of allocations allotted to that BDE.
8. BDE school Representatives are responsible for ensuring Soldiers are at intake and all Soldiers who do not show will lose their spot and it will be given to the next walk on dictated by the Chief of Operations.
9. Timeline:
 - 11 working days out: packets due
 - 10 working days out: OML will be published, email sent out, and ATRRS reservation created.