



Basic Leaders Course Checklist

Rank/Name: _____

Unit: _____ Email: _____

Class: _____ Start Date: _____ End Date: _____

Student Cell: _____ Sponsor Cell: _____

SM has received and read Welcome Letter <https://actnow.army.mil/communities/service/html/communityview?communityUuid=8a1b9b50-bed8-454c-b0f7-54100620fb4f>

CONFIRMED FT Drum computer network access and Office 365 license
TDY ACCESS: Copy of Cyber Awareness Certificate and AUP within last 6 months and signed on the same day

Pre-Execution Checklist

Soldier Talent Profile

All Permanent Profiles/ Medical exemption (shaving profile w/ O-5 ETP)

Religious Exemption w/ accommodation memo

TDY Travel Orders (if applicable)

Re enrollment requires General Officer endorsed Personnel Action Request(PAR) (if applicable)

ALL DOCUMENTS MUST BE DIGITALY SIGNED AND SUBMITTED IAW DIVISION SOP

"Commanders, at all levels, will ensure that students meet all course prerequisites and are not removed from classes for other duties." Ref TR 350-18, p. 3-22, d, (3)

Soldier's Rank/Name Signature: _____

1SG Name/Signature: _____

BN CSM Name/Signature: _____