



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: _____