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| **BLC Packet** | **Naming Convention** |
| **IIIAC NCOA BLC Cover Sheet**  \*Requires 6 signatures | 1. Rank\_Lastname\_Firstname\_BLC Coversheet |
| **CDR Endorsement Memo**  **signed by CDR.** (AOC MFR needed IF not signed by CDR!) | 1. Rank\_Lastname\_Firstname\_CDR Endorsement |
| **Pre-Execution Checklist signed by CDR.** (AOC MFR needed IF not signed by CDR!) | 1. Rank\_Lastname\_Firstname\_Pre-Execution Checklist |
| **Packing List**  \*03May2023 version only | 1. Rank\_Lastname\_Firstname\_Packing List |
| **Permanent Profile**  \*AND Profile Limitations MFR signed by CDR if can’t perform PRT events | 1. Rank\_Lastname\_Firstname\_Profile |
| **DA Form 705**  \*Within 60 days of BLC report date | 1. Rank\_Lastname\_Firstname\_DA705 |
| **DA Form 5500/5501**  \*Only if needed (i.e. Soldier gets taped) - within 60 days of BLC report date | 1. Rank\_Lastname\_Firstname\_DA5500 |
| **Soldier Talent Profile (STP)**  \*IF STP does **not** reflect **P** status – *SPC (P)* – attach board proceedings | 1. Rank\_Lastname\_Firstname\_STP |
| **DLC1/SSDI Certificate** | 1. Rank\_Lastname\_Firstname\_DLCI Cert |