

School Application

For use of this form, see JBLM Regulation 350-2, Training Support; the proponent agency is DPTMS (IMLM-PL)

Date:

Unit:

Schools NCO:

Schools NCO E-mail:

Schools NCO Phone:

Privacy Act Statement

Authority: 10 U.S.C. § 3013
Principal Purpose: The Social Security Number (SSN) is necessary for proper identification of applicant(s).
Routine Uses: None
Disclosure: Disclosure of information is voluntary. However, failure to provide the SSN may result in inability to process application.

To:
 Installation/Garrison Commander
 Joint Base Lewis-McChord
 1010 Liggett Ave MS 1AA
 Joint Base Lewis-McChord, WA98433-9500

Through #1 **Company or first line unit** Full address	Through #2 **Battalion or next higher command** Full address	Through #3 **Brigade or next higher command** Full address
POC: *Approving authority & contact information*	POC: *Approving authority & contact information*	POC: *Approving authority & contact information*
E-mail: <input type="text"/>	E-mail: <input type="text"/>	E-mail: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>	Phone: <input type="text"/>

I certify this training is required and all nominees meet prerequisites for the course.

Signature Field <input style="width: 95%;" type="text"/>	Signature Field <input style="width: 95%;" type="text"/>	Signature Field <input style="width: 95%;" type="text"/>
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1. Alternate location acceptable? Yes No 2. Schedule first available date? Yes No 3. Individual not available To:

Please select Yes or No

4. School (Name & Location) JBLM Troop School Bldg 3201/3203, 2d Division & Faith Avenue JBLM, WA 98433	5. From: Course Title Check ATRRS/for non-ATRRS courses check SC415 Course Catalog at https://army.deps.mil/army/cmds/imcom_usag6/JBLM-w/dptms/TD/JBLMTSB/SitePages/Training%20Support%20Branch.aspx (use email CAC certificate to access)	6. Course Number Check ATRRS or SC415 Course Catalog
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7. School Code 415 or as listed in ATRRS	8. Class Number **Check ATRRS**	9. Time Frame **Check ATRRS for class dates requested**
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10. Rank/Grade Name (Last, First Middle)	10a. SSN	10b. MOS/Series	10c. Student E-mail
SFC/E7 MILITARY	**Full SSN**	*Military MOS*	**Official military email only (no personal email)**
GS-09 DOD CIVILIAN	(no dashes)	*CIV SERIES*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rank/Grade Name (Last, First Middle)	SSN	MOS/Series	Student E-mail
CIV			ex civilians not affiliated with mil: use official company email

EXAMPLE

<p>11. Mission Impact Statement</p> <p>**Justification for critical training example: - soldier is deploying within 30-60-90 days - student is designated Hazmat or Airlod certifier for mobilizing unit - training required for pending field training exercise</p>	<p>12. UIC</p> <div style="border: 1px solid black; height: 20px; width: 90%; margin: 5px;"></div>	<p>13. Security Clearance</p> <div style="border: 1px solid black; height: 20px; width: 90%; margin: 5px;"></div>
<p>ERB(s) attached? <input type="radio"/> Yes <input type="radio"/> No</p>		

14. Remarks

Other pertinent information example: Student will/will not require TDY orders or unit funding to attend the course at JBLM.

Notes:

- Priority directly applies to deploying personnel, pending field training exercises which require movement of hazardous materials or other mission critical requirement.
- When 'Schedule first available date' above is checked 'No', request will be returned to unit without action when seats are not available in class requested.
- Personnel who require TDY orders or unit funding to report to JBLM for course attendance will not be placed in the Wait list in compliance with I Corps directive.
- Ensure approving authority signs the document
- **O-6 approval is required for a school request sent within two weeks of start date**
- **A1 applications do not require the two week or less approvals. Per SOP 1st GO in CoC if less than 30 days. Trying to enforce forecasting requirements.**
- **UIC: Required for A1 applications**
- **Security Clearance: Required for A1 Applications**

HJB 888 Completion Procedures

All school applications must be submitted on [HJB 888](#) NLT 90 days prior for Service Schools and 30 days prior for Installation Schools with all required supporting documentation. Submit the original copy of HFL Form 888 to DPTMS/TSB. Request only one course per form. Requests will be initiated at the company level and submitted through S3 training channels. Requests that are incomplete or have not been submitted through respective S3 sections will be returned without action. All requests will be submitted to TSB by Brigade S3 sections. Enrollment requests for all courses imply student availability and the Soldier will be released from their unit to attend class full time for course credit.

Instructions for Completing HJB Form 888

Date of Request: Self- explanatory

From/Through Addresses: Each addressee will enter the company/battalion/brigade or branch/directorate/activity along with the POC and work phone number. Applications must be routed through brigade S3 or directorate/activity's School Representative.

Item 1: Complete as applicable for planning purposes. Primary dates may not have an available training seat.

Item 2: Is time frame of course an issue? "Yes" entry means first available training seat will be utilized. "No" entry means Soldier's availability is constrained by the unit or the individual.

Item 3: Enter as applicable (unit and/or individual time schedule).

Item 4: Enter name and location of school conducting requested course.

Item 5: Enter complete course title/school code.

Item 6: Enter course number.

Items 7: Enter School Code 415 for JBLM Troop School.

Item 8: Class number is an optional entry for initial enrollment requests. It is a required entry for all deferments, deletions, or substitutions.

Item 9: Optional entry for initial enrollment requests if no specific class date is required as indicated in item 5. Required entry for all deferments, deletions or substitutions.

Item 10: Required entry. Military must show promotable status when applicable (i.e., SPC (P)). Civilians must enter General Schedule or Wage Grade (i.e., GS-09 or WG-05). Interns must be identified (i.e., GS-05(I)). Required entry. Enter last name, first name, middle name. Use "(NMN)" when applicant does not have a middle name or initial. Use "(IO)", following middle initial when applicant has an initial but no name.

Item 10a: Required entry.

Item 10b: Required entry. Military enter branch for commissioned Officers and MOS for warrant officers and enlisted personnel. Civilian enter job series.

Item 10c: Required entry, Military email required.

Item 11: Required entry.

Item 12: Optional entry unless submitting A1 request or needed by Course Manager.

Item 13: Optional entry unless submitting A1 request or needed by Course Manager.

Item 14: Optional entry unless needed under special circumstances, please see example HJB Form 888.

EXAMPLE