7th Army NCOA
Schools Checklist
(600-C44 Class#_____)

SM Name:_____ Rank: _____ Unit:_____

Course/School: WLC_____ Start Date:_____/ End date:_____

The following are Pre-requisites for NCOES course that must be verified by chain of command for SM attending course. 1SG's signature below indicates that all the checks have been met to standard. Links to the ATRRS Course Catalog and the School Websites are available at www.hqjmtc.army.mil

[] SM Meets All Course Pre-requisites outlined on the Courses Website and ATRRS Course Catalog? Y / N

[] SM has visited their applicable NCO Academy website for current information? Y/ N

[] SM has DA 1610/Attachment Memorandum (3 copies)? Y / N

[] ERB Enclosed? Y / N []Academy SOP included in Packet ? Y / N

[] Current packing list inspected? Y / N [] PII / Phishing / IA / Portable Elect Certificates

[]SM has Computer Access and verified CAC (signed memo) ? Y / N

[]SM has Computer User Policy / DD 2857 ? Y / N

[] SM is NOT on Temporary Profile, and is medically cleared to attend course. IF on Permanent Profile, has (3) copies in packet? Y / N

[] SM is NOT barred or flagged ? Y / N [] DA 5500/5501 ? Y / N [] DA 705 Included? Y / N

[] NCOES Pre Execution Checklist Enclosed? Y / N [] 7th Army NCOA Student Information Sheet? Y / N

[] P.T. Test taken within 30 days of Start Date? Y / N [] Meets Height/ Weight? Y / N

[] SM has sufficient funds to attend/complete the course? Y / N

1st Line Supervisor Date:_____ , _____, _____
(Print Name, L, F) (Signature)

PLT SGT Date:_____ , _____, _____
(Print Name, L, F) (Signature)

Company 1SG Date:_____ , _____, _____
(Print Name, L, F) (Signature)

Battalion CSM Date:_____ , _____, _____
(Print Name, L, F) (Signature)