

UNIT PRE-EXECUTION CHECKLIST INSTRUCTIONS

The following instructions will guide you through the Unit Pre-Execution Checklist. It is important that the checklist is filled out completely according to these instructions. Failure to do so will result in the soldier being sent back to their unit. Follow all instructions and the checklist will be complete. It is important that the checklist is properly filled out to insure the student gets into class. Any questions please contact Camp Cook personnel, we will be happy to assist in completion of this checklist to avoid any complications that might arise from it not being completed properly. These instructions apply only to PLDC, BNCOC PH I, and ANCOG PH I.

ADMINISTRATION DATA (top portion):

Name: Complete name must be filled out.

SSN: Complete social security number must be filled out.

Unit: Complete unit must be filled out.

Date of Rank: Date of rank must be filled out.

Course Title: Title must be filled out. (PLDC, BNCOC PH I, ANCOG PH I)

Start Date: Start date must be filled out in full. (Example-10 Dec 00)

PART I:

This portion of the checklist is for the first line leader, and the soldier to have a one on one counseling where both parties initial the checklist. (Each soldier needs to have their leader go over the checklist with them. **(DO NOT JUST INITIAL WITHOUT COVERING THE ITEMS IN PART I)**- ensure all items are covered) All blocks must be filled out either with initials or N/A. **THE POC DATA MUST BE FILLED OUT INCASE THE TRAINING INSTITUTION MUST GET INTO CONTACT WITH THE UNIT.** The POC must not just be a name placed on the checklist. The POC **MUST** be available when the student reports for training. There have been problems contacting POCs when students do not have the required paperwork to report to Camp Cook. **This has resulted in students being sent home due to not meeting the 72 hour requirement for the pre-execution checklist.**

PART II (routine prerequisites- filled out and verified by unit training NCO):

The following blocks are the only blocks that need information when attending NCOES at Camp Cook.

PULHES: The correct PULHES data for the soldier needs to be filled out. **ONLY** fill out the PULHES in the SOLDIER DATA section.

Date of last Physical: This date must be current within 5 years.

DA Form 1059: Information from pervious NCOES courses.

PART III (required documentation):

Permanent profile information: If applicable. If a student has a 2 in the P, U, or L, on the PULHES- that student **MUST** have a completed **DA Form 3349** with the correct signatures. If a student has a 3 or a 4 in P, U, or L, on the PULHES- that student **MUST** have a completed **DA Form 3349** with the correct signatures, and a completed **MMRB**.

All required waivers: If applicable.

Student's signature: Student must verify information on the whole checklist, sign and date. This signifies that the student understands all the information on the checklist, and the student meets the prerequisites of the course being attended.

Commanding Officer: The Commander's name, and Rank must be TYPED, his/her signature **MUST** be on this document in order for that student to be accepted for enrollment at Camp Cook. If the Commander has someone else sign the document, that person **MUST** have signature authority, and a copy of the signature authority **MUST** be hand carried by the student to the course.

******NOTE: WHEN THE UNIT COMMANDER SIGNS THIS DOCUMENT, HE/SHE IS CERTIFYING THAT THE SOLDIER MEETS ALL REQUIREMENTS TO ATTEND THE COURSE, AND THAT COMMANDER IS OVERALL RESPONSIBLE IF THE SOLDIER IS RETURNED TO HIS/HER UNIT DUE TO AN INCOMPLETE/INCORRECT PREEXECUTION CHECKLIST.**