THE ARMY SCHOOL SYSTEM (TASS)
UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG. 350-18; PROPONENT IS DCSOPS&T, TASSD)

1. NAME:	2. SSN
Type or Print	
3. UNIT:	4. DOR :
5. COURSE TITLE	6. REPORT DATE:

1st line leader initials	Soldier's initials	**PART-I Unit Pre-execution (D-90 to D-1)**
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)
		Individual meets remaining TIS requirements
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair)
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		_____Notify soldier of requirement to take APFT and be weighed, as required.

Unit POC List:

CDR B: ( ) H: ( )_____

1SG: B: ( ) H: ( )_____

FTM: B: ( ) H: ( )_____

Unit POC FAX: ( )_____

Unit POC Email_____

PART II- ROUTINE PREREQUISITES											
TASK	REGULATION DATA						SOLDIER DATA				
MINIMUM APTITUDE SCORE (ASVAB) (IF APPLICABLE)	CO	CL	FA	GM	MM		CO	CL	FA	GM	MM
	OF	EL	SC	ST	GT		OF	EL	SC	ST	GT
Color vision requirements (if applicable)											
Physical demand rating/profile (PULHES)	P	U	L	H	E	S	P	U	L	H	E	S
Prerequisite phase/course attendance (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed										
Military and civilian vehicle operator license(s) (if applicable,)											

PART III REQUIRED DOCUMENTS	
Security clearance (If applicable, attach as required)	
Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsman must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.	
Student's Signature	**Date**
I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.	
Commanding Officer(typed name)	**Date**
Signature	

Section II
Completion Instructions for TRADOC Form 350-18-2-R-E

C-1. TRADOC Form 350-18-2-R-E, TASS unit Pre-execution Checklist (PEC), is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident sergeant major (SGM) course. The PEC will be used to verify routine prerequisites such as line scores, physical capacity or stamina, upper extremities, lower extremities, hearing, ears, psychiatric (PULHES), and prerequisite training. The unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the PEC will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4, and the ATRRS prerequisite screen.

C-2. The soldier's unit commander will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites (Parts II and III). Soldiers reporting for training must have in their possession a completed and properly signed TRADOC Form 350-18-2-R-E, PEC. The purpose of the PEC is to assist the unit in preparing soldiers for school attendance (Part I), while providing one single document, with appropriate attachments, for the training institutions (Parts II and III). This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander or the commander's designated signature authority (must be in writing and accompany the PEC). Soldiers reporting for training without a completed Pre-execution checklist, signed by the soldier and unit commander, will be given 72 hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second multiple unit training assembly (MUTA)-4. After this time, soldiers will be returned to their units. Students requiring medical waivers will arrive with the approved waiver in-hand. Medical waivers for training will be processed through the unit chain-of-command and by the proponent for final approval, prior to the student's arrival for training. Commander, AR-PERSCOM will ensure IMA/IRR students are eligible to attend the identified course.

C-3. Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

C-4. Instructions for completing TRADOC Form 350-18-2-R-E.

Items 1 through 6, self explanatory

Part I, Unit Pre-execution

First line leader and soldier initial blocks: first line leader and soldier attending training must initial each line item no earlier than 90 days from course report date.

Unit POC List: Unit must complete all information.

Part II, Routine Prerequisites

Minimum Aptitude Score (ASVAB): Enter only those lines scores required for DMOSQ (reclassification) courses IAW DA Pam 611-21 (or current published requirements) in each column (regulatory data and soldier data).

- As stated in DA Pam 611-21, line scores are for initial MOS training (IET/OSUT) and are a guide for soldiers reclassifying. The RC unit commander may base his decision for a soldier attending reclassification training on performance or experience. Commanders must request justification for training to the proponent school and receive concurrence before the soldier attends the course. The request and concurrence may be submitted either electronically, or in writing. Training institutions will not routinely coordinate for line score waivers but, may receive proponent school concurrence, only if the TASS commander determines that time allows.

Meets color vision requirements: Enter only for DMOSQ (reclassification) courses if the course requires a color vision requirement IAW DA Pam 611-21 in the regulation data column and soldier's color vision as per SF 2808 or applicable color vision testing in the soldier data column. If color vision testing was used, a copy must accompany the PEC (e.g. wire test).

Physical demand rating/profile: Enter PULHES data per DA Pam 611-21 (or current published requirements) for all courses/phases. If the soldier has a P2 profile, the DA Form 3349 must accompany the PEC. If a soldier has a P3 or P4 profile, MMRB and/or DA Form 3349 must accompany the PEC (IAW para 3-22c). DA Form 3349 must include Army doctor approved alternative aerobic event for the APFT.

Prerequisite phase/course attendance: Enter school code, date of completion, name of the course/phase completed from DA Form 1059 for previous required training only if applicable.

Military and civilian vehicle operator licenses: Enter soldier's current military and civilian vehicle operator licenses when applicable for the course/phase attending IAW ATRRS SH screen. Enter expiration date for military license. Enter license number, state, and expiration date for civilian license. Licenses must be valid through course/phase end date. Soldier must have all licenses in their possession during course/phase attendance.

Part III
Required Documents

Security Clearance: Enter yes if required for course and attach copy to PEC.

Permanent Profile: Attach copy of complete MMRB or DA Form 3349 if applicable.

All required waivers: List each required waiver and attach as applicable.

Other requirements: List each requirement not previously listed above required by the ATRRS SH screen and attach copy of document, if applicable. (i.e. copy of UMR to verify soldier slotted in position requiring training for course/phase).

Other requirements of DA Pam 611-21: List each requirement of DA Pam 611-21 not previously listed and attach copy of document, if applicable.

Soldier attending training must sign and date.
Type Commanding Officer's name and date.
Commander or designated signature authority signs. If designated signature authority signs, attach a copy of the written designation memo.

NOTE: Training Institutions are required to verify prerequisites in parts II and III for accreditation evaluation.