

Assemble each of the below files digitally. Complete item numbers 1-7. Items 5 and 6 are only to be completed as applicable. All applicable files must be completed in their entirety prior to submission. Be prepared to submit all documents DIGITALLY on the report date.

Incomplete files or files with incorrect naming conventions will be returned without action. Do not deviate from the naming convention or add your name anywhere.

1) DD Form 1610 (Approved Travel Authorization) **required**

Naming convention: "1- DD Form 1610 (Approved Travel Authorization)"

2) Pay Orders (AGR, ADOS, ARNG, USAR, or PCS or TDY Orders for AC) **required**

Naming convention: "2- Pay Orders"

3) TRADOC Form 350-18-2-R-E, TASS unit Pre-execution checklist dated April 2018 **required**



3- TRADOC Form
350-18-2-R-E.pdf

Naming convention: "3- TRADOC Form 350-18-2-R-E"

4) BSNOC Biographical Information Sheet



4-
BSC-Bio-Sheet.pdf

required

Naming convention: "4- BSC-Bio-Sheet"

5) DA Form 3349, Physical Profile (temp and/or perm, if applicable) *

Naming convention: "5- DA Form 3349, Physical Profile"

6) MEDPROS IMR Report (only for learners 40 years of age and older)

Naming convention: "6- MEDPROS IMR Report"

7) DOD Cyber Awareness Challenge Certificate **required**

Naming convention: "25- DOD Cyber Awareness Challenge Certificate"