

SERGEANTS MAJOR COURSE PRE ARRIVAL TASK LIST

Print Name (LAST, FIRST)

Initial	TASK	SUSPENSE DATE	STUDENT GUIDE PARAGRAPH	REMARKS
	Contact the International Military Student Office if you wish to volunteer to sponsor an international student	NLT 1 APRIL 2015	1-3	IMSO: michael.r.huffman4.civ@mail.mil 915-744-9055
	Contact ATLAS Administrator if you have not received the Class 66 instructional email/link	NLT 30 APRIL 2015	2-2, a., 2)	George.a.snyder14.civ@mail.mil
	Ensure that P2/P3 profile is correct in eProfile	NLT 30 APRIL 2015	2-2, a., 5)	
	MEDPROs & PHA Status must be green within 90 days of starting the course	NLT 1 MAY 2015	2-2, a., 16)	
	Ensure your Commander validates all tattoos, or absence of tattoos IAW AR 670-1 and that the memo and pictures are posted to your OMPF	NLT 31 July 2015		
	Obtain a copy of the results for MEB/PEB for P2/P3 profiles indicating that you are fit for duty	prior to departure from losing unit	2-2, a., 5)	
	Change TRICARE enrollment to Western Region	prior to departure from losing unit	2-2, a., 6)	
	Ensure DEERs enrollment is up-to-date for all family members	prior to departure from losing unit	2-2, a., 6)	
	Ensure EFMP enrollment will not expire prior to AUG 2015	prior to departure from losing unit	2-2, a., 7)	
	1SG / CSM lateral appointment to MSG / SGM	prior to departure from losing unit	2-2, a., 8)	
	Extend / Reenlist to meet 24-month service obligation upon graduation (ETS NLT JUNE 2018)	prior to departure from losing unit	2-2, a., 9)	
	Terminate Special Duty Assignment Pay (SDAP)	prior to departure from losing unit	2-2, a., 10)	
	Enroll in the Army Training & Certification Tracking System	prior to departure from losing unit	2-2, a., 11)	
	Ensure that your Information Assurance (IA) Training Certificate will not expire prior to 1 July 2015	prior to departure from losing unit	2-2, a., 11)	
	Ensure that your OUTLOOK / NEC email account is migrated to a .mil@mail.mil account and that your unit releases your account from their directory	prior to departure from losing unit	2-2, a., 12)	
	Contact the USASMA A/OPC if you plan to use your government travel card during your PCS - if you do not intend to use your card for your PCS, have your losing unit A/OPC deactivate your card	prior to departure from losing unit	2-2, a., 13)	Robert.j.bindley.civ@mail.mil
	Enroll in GoArmyEd, if you plan to attend college while in the course	prior to departure from losing unit	2-2, a., 14)	
	Apply for the Professional Military Education (PME) waiver if you plan to leave your family at your losing unit duty station; ensure it is on your orders	prior to departure from losing unit	2-2, a., 15)	
	Ensure your security clearance is current	prior to departure from losing unit	3-5	
	OCONUS personnel-ensure you have documentation that any school age children are tuberculosis free	prior to departure from losing unit	3-8, a.	
	All school age children must be up-to-date on immunizations	prior to departure from losing unit	3-8, a.	
	Obtain test results for gifted/talented enrolled children	prior to departure from losing unit	3-8, a.	
	Obtain physical examination results for school age children who wish to participate in sports	prior to departure from losing unit	3-8, c.	
	Contact Fort Bliss Housing Office (Balfour Beatty) if you plan to live on-post	prior to departure from losing unit	3-10	http://www.ftblisshousing.com
	Motorcycle Riders ensure your Basic Riders Course (valid for 1 year) and/or your Experienced Rider Course/Sport Bike Riders Course (valid for 3 years) will remain current through AUGUST 2016	prior to departure from losing unit	3-12, c.	both courses are offered at Fort Bliss but taking either is difficult without compromising time for the course
	Check pet policy for Fort Bliss and El Paso	prior to departure from losing unit	3-14	(915) 742-2266 / (915) 742-3388
	Ensure that your family care plan (FCP) is valid; must be on file with USASMA within 60 days of arrival	prior to departure from losing unit	3-15	
	Submit SSD-IV Certificate (DA87 Certificate of Training)	NLT 31 JULY 2015	2-2, a., 18)	Registrar - betty.l.bradford.civ@mail.mil
	Submit SEJPME Certificate	COMPLETE DURING THE COURSE	2-2, a., 18)	Registrar - betty.l.bradford.civ@mail.mil
	Submit a copy of extension / reenlistment contract to the SGM Branch and USASMA Registrar	NLT 31 JULY 2015	2-2, a., 9) / 2-2, a., 18)	Registrar - betty.l.bradford.civ@mail.mil
	Conduct a DA Photo prior to departure if you are going to compete on the CSM Centralized Selection List (CSL)	Highly recommended prior to departure due to limited photo facilities on Fort Bliss and Academic Schedule		
	AT Level 1	NET 1 JUNE & NLT 31 JULY 2015		https://atlevel1.dtic.mil/at/
	Combating Trafficking in Persons	NET 1 JUNE & NLT 31 JULY 2015		http://www.combat-trafficking.army.mil/training.htm
	Global Assessment Tool (GAT)	NET 1 JUNE & NLT 31 JULY 2015		AKO
	Sexual Harassment/Assault Response Prevention Standing Strong Training FY15	NET 1 JUNE & NLT 31 JULY 2015		https://www.lms.army.mil
	Annual Security Refresher Training	NET 1 JUNE & NLT 31 JULY 2015		https://www.lms.army.mil

I certify that I have completed all applicable items on the pre-arrival task list

Signature and Date

****Turn this document in during inprocessing****