



DEPARTMENT OF THE ARMY
 HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
 950 JEFFERSON AVENUE
 JOINT BASE LANGLEY-EUSTIS VA, 23604-5702

ATTG-TRI-M

25 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Change to TRADOC Regulation 350-18, TRADOC Form 350-18-2-R-E, APR 2016, The Army School System (TASS) unit Pre-Execution Checklist.

1. References.

a. TRADOC Regulation 35-18 (The Army School System), 21 July 2010.

2. Purpose. The purpose of this Notification of Change to TRADOC Regulation 350-18 is to address a change within the physical fitness requirements block of the TRADOC Form 350-18-2-R-E, APR 2016 Unit Pre-Execution Checklist.

3. Effective 2 May 2016, TRADOC Regulation 350-18, the TRADOC Form 350-18-2-R-E, APR 2016 Unit Pre-Execution Checklist is revised to reflect that the physical fitness requirement for a diagnostic test to be administered within 60 days of scheduled departure for school rather than 30 days.

a. Revise Part I – Unit Pre-Execution (D-90 to D-1), TRADOC Form 350-18-2-R-E, APR 2016 Unit Pre-Execution Checklist to display and read:

First line leader's 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 information packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 60 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.)

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		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

4. The changes detailed in this memorandum are effective immediately and will be included in the revised TRADOC Regulation 350-18. The Director, Training Operations Management Activity (TOMA), is the proponent for this memorandum, in coordination with the Deputy Commanding General, Training and Doctrine Command, and will publish a rapid revision to TRADOC Regulation 350-18 as soon as possible. This memorandum is rescinded upon publication of the revised TRADOC Regulation 350-18.

5. The point of contact for this memorandum is Mr. Jeffery Wells at (757) 501-5415, DSN 826-5415, jeffery.j.wells.civ@mail.mil.



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