

PREBOARD APPLICATION CHECKLIST

(For use of this form see USAREC Reg 601-37)

NAME (<i>Last, first, MI</i>):		RANK:	MOS:
AGE:	SEX:	E-MAIL ADDRESS:	
WORK TELEPHONE:		HOME TELEPHONE:	

TAB 1. Record of Medical Examination, Health History, and Waivers

- _____ DA Form 61
- _____ Commissioning physical examination (DD Form 2807-1 and DD Form 2808) in accordance with AR 40-501, chapter 2, less than 2 years old at time of board
- _____ Request for waiver worksheet(s) (age, conviction, medical)
- _____ Affidavits (if applicable)
- _____ Other supporting documentation

TAB 2. Letter of Purpose and Intent

- _____ Letter of purpose and intent

TAB 3. Professional Evaluations and Recommendations

- _____ USAREC Forms 195 or letters of recommendation
- _____ Applicant's commander
- _____ Applicant's immediate supervisor
- _____ Chief nurse (all applicants)
- _____ Others not to exceed two

TAB 4. Education Documents

- _____ Letter of Acceptance (Conditional Unconditional)
- _____ Academic plan memo
- _____ DA Form 2125
- _____ One set of official transcripts from all schools attended
- _____ Academic worksheet (USAREC Form 1235 with calculations)

TAB 5. Personnel Service Records

- _____ AKO documents
- _____ Sergeants and above, last three NCOERs
- _____ Last three DA Forms 1059 from all schools
- _____ Any professional certifications or licensures
- _____ DD Form 214 and/or NGB Form 22 (prior service)

TAB 6. Enlisted Records Brief

- _____ Certified copy of Enlisted Records Brief (ERB) (S1 certified) (E6 and below)
- _____ DA photo
- _____ CV
- _____ DA Form 705 (DA Form 5500 or DA Form 5501 (as applicable))

TAB 7. Statements of Vacancy and Understanding

- _____ DA Form 4187 (signed by battalion commander)
- _____ DD Form 368 (for all AGR, USAR, and NG Soldiers)

TAB 8. Verification of Eligibility

- _____ Verification of security clearance
- _____ MILPO eligibility statement
- _____ Copy of last PCS orders

COMPLETED BY (<i>Signature</i>):	VERIFIED BY CDR O-3 OR ABOVE (<i>Signature</i>) (<i>Last, First, Middle and Rank</i>):
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