

# Aviation Class A School Administration Checklist

Airman \_\_\_\_\_ EMPLID \_\_\_\_\_ Unit \_\_\_\_\_

	Member Initials	YN Initials
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Member has been weighed no earlier than 2 weeks prior to departure for A School and is within standards. (Member advised that he/she will be weighed upon arrival at ATTC and prior to graduation.)	_____	_____
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Member has been counseled on obligated service and if necessary, an Extension of Enlistment completed.	_____	_____
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Member has an approved Air Crew Candidate physical valid for at least one year following the class convening date.	_____	_____
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Member has been counseled that current rations allowance will remain the same while at A School.	_____	_____
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Member has been counseled on TAD/PCS TEMDUINS entitlements as appropriate.	_____	_____
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Copy of member's MRNPO course completion letter and copy of Military Requirements Performance Qualifications filed in member's Unit PDR	_____	_____
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Member's Unit PDR mailed on _____		_____
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Member's PERSRU PDR mailed on _____		_____
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Member's Medical PDR in member's possession, to be hand-carried. If unit refuses, date medical PDR mailed _____	_____	_____
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(Keep member's Training Record at unit)

Copy of this checklist (completed and signed) filed in member's Unit PDR		_____
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\_\_\_\_\_  
Admin Supervisor (printed rank/name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

**ATTC revised (Aug 2003)**