

# Battalion Warrior Leaders Course Pre-Execution Checklist

## SECTION I – ADMINISTRATIVE DATA

1. UNIT ORGANIZATION	2. Name (Last, First, MI)	3. DATE
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## SECTION II – INSPECTION CRITERIA

*Items under the "Leader Checks" column will be INITIALED. Items not applicable will be crossed out.*

SQUAD LEADER CHECK	PSG/Sec SGT INSPECTION
	SAT      UNSAT

### 4. Upon Arrival to unit in a Promotable Status or 60-90 days prior to attending Promotion Board

A. Soldier achieves a passing score on the APFT			
B. Soldier is within the HT/WT limits (HT to nearest .25" HT: _____" WT: _____ (to nearest .5 lb)			
C. Soldier is within TAPE standards Auth body fat ____% Current Body Fat ____% All will be taped			
D. Soldier takes TAFE Test Date Taken: _____ Scores: _____			
E. TASS/Unit Pre-execution Checklist completed			
F. Completed Memorandum from NCO Academy			
G. Inspection of Equipment IAW NCO Academy Inventory list (get current list from internet)			
H. Inspect all equipment for accountability, serviceability, and correct size			
I. Ensure notes are followed on NCO Academy Checklist			
J. Have soldier complete a 5 year plan (bullet format)			
K. Get copy of ERB			
L. Provide soldier a listing of all requirements for course including: subjects areas and required equip.			

### 5. Upon Satisfactory Completion of the Promotion Board

A. Enroll soldier in next WLC Prep Course			
B. Conduct training in proper instruction of PT			
C. Conduct training in proper execution of an In-Ranks Inspection			
D. Conduct training on Land Navigation			
E. Conduct training in Drill & Ceremony			
F. Certify soldier is trained in all areas by conducting an assessment using training checklist			
G. Have soldier Read FM 7-0 / FM 7-1			
H. Soldier successfully completes all battalion written exams with a score of at least 70%			

### 6. Upon Notification that the Soldier will attend the Next WLC Course

A. Immediately Conduct inventory			
B. Check HT/WT			
C. Check to ensure the soldier is IAW AR 600-9			
D. Inventory Equipment as if this was WLC			
E. Obtain results determine weak areas that require retraining			
F. Conduct Initial Unit Counseling on Soldier (requirements, expectations, family matters, etc)			

### 7. Counseling Requirements

A. 1SG Counsels Soldier and reviews training and equipment checklist			
B. Platoon Sergeant/Squad leader correct short falls and report back with corrective actions			

### 9. Visit with Battalion/ Group/BDE CSM

A. 1SG Brings Counseling Packet (including training and equipment checklist ) to meeting			
B. Soldiers receive guidance from CSM and clarify any issues not previously resolved			

**10. OVERALL INSPECTION RESULTS:** ("Cdr/1SG Inspection" will INITIAL one)      **ACCEPTED** ☐      **REJECTED** ☐

*(If rejected give reason under "Remarks". All "UNSAT" marked boxes will be corrected prior to receiving an "ACCEPTED" Insp. Result.)*

### 11. REMARKS:

## SECTION III - AUTHENTICATION

### 12. LEADER VERIFICATION:

A. NAME (Last, First MI)	B. RANK
C. SIGNATURE	D. DATE

### 13. COMMANDER/FIRST SERGEANT VERIFICATION:

A. NAME (Last, First MI)	B. RANK
C. SIGNATURE	D. DATE