

CHECKLIST FOR PMA APPOINTMENTS

Name _____

Traditional _____ Accelerated _____ Class # _____

MDAY ___X___ AGR _____ TECH _____

SSN _____ UNIT _____

ALL POTENTIAL CANDIDATES WILL ATTEND PHASE 0 WHEN NOTIFIED BY PMA.

COMPLETED PACKETS NEED TO ARRIVE AT PMA NLT 1 APRIL 07

RECRUITER RESPONSIBILITIES REP and Phone # _____

1. _____ Provide sample packet
2. _____ Request for waiver of civil conviction, if applicable (Send original to SSG Mary Jackson at mary.beth.jackson@sc.ngb.army.mil / Phone: 803.806.4264)
3. _____ Request for medical waiver, if applicable (Send original to SSG Rinehart at rineo.rinehart@sc.ngb.army.mil / Phone: 803.806.2742)
4. _____ Request for age waiver, if applicable (Send original to SSG Mary Jackson at mary.beth.jackson@sc.ngb.army.mil / Phone: 803.806.4264)
5. _____ Request for Transcript (60 hours) (90 hours for accelerated courses) (If no BA/BS-a certified degree plan from School Registrar or Academic Advisor
6. _____ GT Score (min 110)
8. _____ Copy of enlistment packet (If OCS enlistment option)
9. _____ DD FM 2808 AND DD FM 2807-1 (**ALL PAGES**) (HIV and Drug test) (must be chapter 2 within 12 months of enrollment of PMA) WITH CURRENT AMC
10. _____ E-mail your NCOIC, SGM, MAJ Roy and CPT Turner
 MAJ Roy = taube.roy@sc.ngb.army.mil / Office: 803.806.2739 or (Cell) 803.667.1443
 CPT Turner = jason.turner1@sc.ngb.army.mil / Office: 803.806.4035 or (Cell) 803.667.2098
 Include name of applicant, who (at the unit) signed for the packet and date they signed for it. This information will also be added to SGM tracking spreadsheet.

UNIT/ PMA REP LEVEL RESPONSIBILITIES REP and Phone # _____

1. _____ Initiate Enrollment Application
2. _____ Candidate Autobiography
3. _____ Request Verification of Clearance Memorandum, and JPAS Investigation and Adjudication History report via email request from SGT Jose Garcia at jose.garcia@sc.ngb.army.mil / (Office) 803.806.4442 (Fax) 803.806.4389 (If individual has no security clearance then initiate an SF 86, submit it to SGT Garcia requesting an interim security clearance)
4. _____ Birth Certificate
5. _____ SS Card
6. _____ COPIES OF ALL DD Form 214, DD Form 220, NGB 22, and ALL DA Form 1059's (nclude any other applicable Prior Service Forms)
7. _____ NGB Form 62 (THRU ITEM 2u) (email copy to SSG Mary Jackson)
8. _____ Unit Commander's Recommendation Thru Command Channels
9. _____ Enrollment in ATRRS (ATRRS R1 printout) upon notification from PMA
10. _____ SEND UNIT FILES TO PMA (WITH COPY OF W4, SGLI AND Marriage License or Divorce Decree, if applicable) upon receipt of orders
11. _____ Forward packet to BN and notify MAJ Roy and CPT Turner (Officer Accessions) who has packet

BN LEVEL RESPONSIBILITIES REP and Phone # _____

1. _____ Verify NGB Form 62 (check items thru 2s) (Do not endorse)
2. _____ Verify Security Clearance Memorandum request and JPAS Investigation and Adjudication History report from SGT Garcia (received in packet before sending to BDE level)
3. _____ Verify DD FM 2808 AND DD FM 2807-1(**ALL PAGES**) (HIV and Drug test)(must be within 12 months chapter 2)
4. _____ Endorse Unit Commander's Recommendation
5. _____ Forward packet to BDE and notify MAJ Roy and CPT Turner (Officer Accessions) who has packet

BDE LEVEL RESPONSIBILITIES

REP AND Phone # _____

1. _____ Verify NGB Form 62 (check items 2t thru 2u) do not endorse
2. _____ Verify Security Clearance memorandum request and JPAS Investigation and Adjudication History report (received in packet before sending to PMA)
3. _____ Endorse Unit Commander's Recommendation
4. _____ Send packet to PMA and notify MAJ Roy and CPT Turner

PMA RESPONSIBILITIES (Before Phase I)

1. _____ Build PMA packet
2. _____ Verify SGT Jose Garcia received security clearance (SF 86) request on individual with no Security Clearance Memorandum
3. _____ Civilian Education – Request Civil Education Officer for letters (certified transcript)(60 hours)
4. _____ Request for Promotion – (send list to SSG Mary Jackson to cut orders for attachment/promotion)

PMA RESPONSIBILITIES (At end of Phase II)

1. _____ Ensure unit files are attached (201 and Medical; WITH COPY OF W4, SGLI AND Marriage License or Divorce Decree, if applicable)
2. _____ NGB Form 62
3. _____ DD FM 2808 AND DD FM 2807-1 WITH CURRENT AMC
4. _____ Verify Security Clearance Verification Memorandum received
5. _____ Birth Certificate and SSN
7. _____ Civilian Education (letter from Civil Ed Officer)(90 hours)
8. _____ COPIES OF ALL DD Form 214 or 220
9. _____ Reduction/detachment orders (Request for reduction and detachment send list to SSG Mary Jackson)
10. _____ Request for waiver of civil conviction, if applicable (ensure completion is signed off by NGB is in packet)
11. _____ Request for age waiver, if applicable (ensure completion is signed off by DCSPER or NGB is in packet)

12. _____ OCS Diploma (2 copies)
13. _____ Send Dream Sheets to Mrs. June Barefoot

DCSPER RESPONSIBILITIES (Before Phase III)

1. _____ OATH NGB 337
2. _____ NGB 89
3. _____ EDUCATION STIPULATION
5. _____ REDUCTION AND DETACHMENT ORDERS
6. _____ NGB Form 62 (with positions assignments and individual signature)
7. _____ DD FM 2808 and DD FM 2807-1 (all pages, Chapter 2, w/drug and HIV test)
8. _____ Verification of Security Clearance Memorandum
9. _____ Birth Certificate and SSN
10. _____ Civilian Education certified letter from Education Officer
11. _____ DD FM 214 and DD FM 220 (all)
12. _____ DA Form 705 (PMA) and DA Form 5500 (Weight/PMA) (if applicable)
13. _____ PAR – Request for Discharge (note in remarks “PMA Graduate”)
14. _____ Request for waiver of civil conviction, if applicable (ensure completion is signed off by NGB is in packet)
15. _____ Request for age waiver, if applicable (ensure completion is signed off by DCSPER or NGB is in packet)
16. _____ OCS Diploma (2 copies)
17. _____ DA 201 File with unit files
18. _____ Personnel Data Sheet
19. _____ Schedule FRB
20. _____ Separation Orders
21. _____ Appointment Orders