

## **MLC Walk On Instructions**

- Complete HJB Form 888 (signed by Battalion and Brigade level CSM or schools NCO)

Complete all prerequisite documents listed below. Information regarding these documents can be found on the [JBLM MLC ACT Site](#) or [JBLM MLC Website](#).

1. MLC Student Data Sheet
  2. Pre-execution Checklist (PEC)
  3. DA 705-TEST ACFT (Must be within 60 DAYS IAW PEC)
  4. DA 5500/5501 if applicable (Must be within 60 DAYS IAW PEC)
  5. DA 3349 (profile) if applicable
  6. Soldier Talent Profile (STP) Front and back (Must be within 30 DAYS)
  7. TSP and Promotion training Certificates (See MLC Financial Training instructions)
  8. DA 4187 (Or completed PAR) Short Notice MLC Walk on Request
- Bring completed HJB 888 and all prerequisite documents to Day Zero in-processing 30 minutes prior to the in-brief (normally 1430 in NCOA Auditorium).
  - The Short Notice Request must be approved at the O5/LTC level and may be submitted to HRC, Mr. Michael W. Hearron at [michael.w.hearron.civ@army.mil](mailto:michael.w.hearron.civ@army.mil), via email or for IPPS-A (Workflow = AC SLC-MLC ACTIONS; Template ID = 000000000034504).
  - If space is available, Soldiers SSN and Short Notice Request will be sent to HRC to determine if they are MLC eligible and are authorized to walk on. HRC will also determine the order of precedence if there are more walk ons than seats available.

**\*\*\*You must have all prerequisite documents with you on Day Zero or you will not be considered for a walk on slot\*\*\***