Do I have?

- The appointments letters for all the UTCs in the unit and proof their UTCN codes were ran on UD and posted to the system

- All the appointment letters for the CO's Designees (past and present)

- Access to MOL to pull New Join and TRS rosters

- Are my new joins completing PRS (seated or virtual) NLT 90 days from joining the command

- A tracking system in place to prove I am working/tracking the 18 months and that Service members are meeting the NLT 365 for IC and Pre-separation Counseling

- Tracking to ensure Service members are attending TRS NLT 180 days from EAS

- After completion of TRS…Did I run TA on MCTIMS and ensured it posted

- 180-days after TRS completion….did my Service members provide me paperwork to submit to the OMB for their Capstone Review

- After the Capstone Review and Commander's Verification (Capstone)….did I get a completed eForm from the designee or Service member

- Run TZ on MCTIMS and proof that it posted

- Maintain eForm in a secure location for 12-months from EAS