

# !!READ RDC BRIEF!!

## BATTLE STATIONS PAPERWORK CHECK LIST

WQSB - WRITTEN IN PENCIL

FRONT WQSB - IN FIRE FIGHTING TEAM ORDER

FRONT WQSB - MARK AN "X" IN THE POIC BLOCKS FOR EACH EVENT

FRONT WQSB - "YELLOW STICKY'S" WITH NAMES OF MISSING  
HARD CARDS AND REASON ( LEGAL, MEDICAL APPT'S, ETC.)  
**NOT PFA FAILURES/RETAKES OR NQS/PRONE**

BACK WQSB - IN ALPHABETICAL ORDER

ORIGINAL LLD/SIQ - CHITS WILL BE BROUGHT IN WITH HARDCARD FOR  
VERIFICATION

PAGE 13 - SIGNED BY SHIPS OFFICER (IF APPLICABLE)

HARDCARDS - STAMPED WITH ALL MANDATORY EVENTS

HARDCARDS - SHIP'S OFFICER 3-5 & 5-5 DAY SIGNATURE

**HARDCARDS - LAST ENTRY FFD & INITIALED BY RDC**

HARDCARDS - SEPARATED INTO TEAMS WITH WQSB

HARDCARDS - IN ORDER OF THE FRONT OF WQSB

COPY OFF FINAL PFA RESULTS, AND ASMO PAPERWORK FOR ANY  
RECRUIT ASMOD' AFTER FINAL PFA

COPY OF TEST 3 RESULTS IF NOT CLOSED OUT/ OR ENTERED ON HARDCARDS

**ALL WQSB'S SIGNED BY DIV RDC**

NOTE: RECRUITS NOT FINISHED WITH PRE-REQUISITES WILL NOT BE LISTED ON THE WQSB, BUT  
MAY STILL MAY ATTEND BRIEF. WHEN COMPLETE WITH PRE-REQUISITES, RECRUITS WILL BE  
ADDED ON WQSB BY BATTLE STATION STAFF AND ISSUED GEAR.

**RDC WILL INITIAL FACTOR/ NON-FACTOR SHEET AFTER ALL DISCREPANCIES ARE  
CLEARED FOR STARTING SCORE.**

Sig/Date/Time

DIV#

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