

SCHOOL APPLICATION							Date:	
For use of this form, see JBLM Reg 350-2; the proponent agency is DPTMS							From:	
Privacy Act of 1974							POC:	
Authority: 10 U.S.C., Section 3013 Principal Purpose(s): The Social Security Number is necessary for proper identification of applicant. Routine Uses: None Disclosure: Disclosure of information is voluntary. However, failure to provide the Social Security Number may result in an invalid application with will not be processed.							Email:	
							Phone:	
Through #1		Through #2		Through #3			To: Commander Joint Base Lewis-McChord 1010 Liggett Avenue MS 1AA Joint Base Lewis-McChord, WA 98433-9500	
POC:		POC:		POC:				
Email:		Email:		Email:				
Phone:		Phone:		Phone:				
1. School (Name and Location)							2. Alternate Location Acceptable	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Course Title/School Code							4. Course Number	
5. Schedule For First Available			6. Alternate Dates Acceptable			7. Individual Is Not Available		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			From: _____ To: _____		
8. (a) Class #	(b) Time Frame	(c) Rank/Grade	(d) Name (Last, First, Middle)	(e) SSN	(f) BR MOS/Series	(g) M/F	(h) Unit	
9. Remarks a) School NCO Email: b) Soldier Email: c) UIC: d) Mission Impact Statement: e) Security Clearance: NOTE: Justification and G3 TREX approval required if request is within 2 weeks of start date.			10. I Certify This Training Is Required And All Nominees Meet Prerequisites For The Course					
			From (Name, Title)			Through #2 (Name, Title)		
			Signature		Date Signed	Signature		Date Signed
			Through #1 (Name, Title)			Through #3 (Name, Title)		
Signature		Date Signed	Signature		Date Signed			

HJB 888 Completion Procedures

All school applications must be submitted on [HJB 888](#) NLT 90 days prior for Service Schools and 30 days prior for Installation Schools with all required supporting documentation. Submit the original copy of HFL Form 888 to DPTMS/TSB. Request only one course per form. Requests will be initiated at the company level and submitted through S3 training channels. Requests that are incomplete or have not been submitted through respective S3 sections will be returned without action. All requests will be submitted to TSB by Brigade S3 sections. Enrollment requests for all courses imply student availability and the Soldier will be released from their unit to attend class full time for course credit.

Instructions for Completing HJB Form 888

Date of Request: Self- explanatory

From/Through Addresses: Each addressee will enter the company/battalion/brigade or branch/directorate/activity along with the POC and work phone number. Applications must be routed through brigade S3 or directorate/activity's School Representative.

Item 1: Enter name and location of school conducting requested course

Item 2: Applicable when more than one service school offers the same course.

Item 3: Enter complete course title/school code.

Item 4: Enter course number

Item 5: Is timeframe of course an issue? "Yes" entry means first available training seat will be utilized. "No" entry means Soldier's availability is constrained by the unit or the individual.

Item 6: Complete as applicable for planning purposes. Primary dates may not have an available training seat.

Items 7: Enter as applicable (unit and/or individual time schedule)

Item 8a: Class number is an optional entry for initial enrollment requests. It is a required entry for all deferments, deletions, or substitutions.

Item 8b: Optional entry for initial enrollment requests if no specific class date is required as indicated in item 5. Required entry for all deferments, deletions or substitutions.

Item 8c: Required entry. Military must show promotable status when applicable (i.e., SPC(P)). Civilians must enter General Schedule or Wage Grade (i.e., GS-09 or WG-05). Interns must be identified (i.e., GS-05(I)).

Item 8d: Required entry. Enter last name, first name, middle name. Use “(NMN)” when applicant does not have a middle name or initial. Use “(IO)”, following middle initial when applicant has an initial but no name.

Item 8e: Required entry.

Item 8f: Required entry. Military enter branch for commissioned Officers and MOS for warrant officers and enlisted personnel. Civilian enter job series.

Item 8g: Required entry. Enter ‘M’ (Male) or ‘F’ (Female).

Item 8h: Enter unit of assignment. If individual is attached or special duty, include both the assigned and the duty unit.

Item 9: Enter Soldier and School NCO email. Enter Soldier Security Clearance. Remarks may also be entered across bottom of item 8. Remarks are required for deferment, deletion, or substitution requests with supporting documentation as applicable (i.e., PCS orders, ETS orders, profile, DA Form 268 FLAG action).

Item 10: Required entry. Certification of training requirement and nominee meets all Prerequisites for the requested course validated by unit leadership.