

926B Actively Serving Checklist (Airman and NCO)

1. Visit www.leosaonline.com and create an account
2. Download/print the 926B application
3. Complete the application and have it notarized
4. Upload photo to leosaonline account (passport style photo)
5. Complete payment online via paypal or include cashier's check or money order with application
6. Request CC Endorsement Letter (example on SmartNet)
7. Verify all DoD POST requirements have been signed off in AFTR. The DoD POST requirements are provided in the LEOSA Training Requirements for Airman and NCO's (2010 or 2015 CFETP on SmartNet)
 - If the applicant has met the requirements under the 2010 CFETP he/she does not have to complete the 2015 requirements.
8. Ensure the 623a QLEO 3P0XX for Airman and NCO's (SmartNet) is copied and placed into AFTR and signed off by Supervisor and Applicant
 - The 623a entry that needs to be uploaded will be based off of the CFETP that was used to verify training requirements (i.e. 2010 CFETP would require the January 2010 623a entry, the 2015 CFETP would require the March 2015 623a entry)
9. Complete ADLS CBT's (located bottom of 2010/2015 CFETP listings)
10. Provide a copy of driver's license (Do not send a copy of CAC)
11. Mail completed application to **Defense Consulting Services (DCS)**
8000 IH-10 W Suite 600
San Antonio, TX 78230

- **Items that should be included with application**

- Notarized Application (Signed and Dated)
- Copy of Driver's License
- CC Endorsement Letter
- Passport Photo and Payment if not provided online