

## **926B Actively Serving Checklist (SNCO)**

1. Visit [www.leosaonline.com](http://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. Ensure the 623a QLEO 3P0 for SNCOs (SmartNet) is copied and placed into AFTR and signed off by Supervisor and Applicant
8. Complete ADLS CBT's (located in the 623a for SNCOs)
9. Provide a copy of driver's license (Do not send a copy of CAC)
10. 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