

# AIR WAR COLLEGE CHECKLIST FOR INBOUND U.S. ARMY/COAST GUARD/MARINE CORPS/NAVY STUDENTS

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- QUESTIONNAIRE.** Complete/return [Questionnaire](#) to [awc.studentops@us.af.mil](mailto:awc.studentops@us.af.mil) **NLT 1 April.**
- BIOGRAPHY.** E-mail a copy of your bio to [awc.studentops@us.af.mil](mailto:awc.studentops@us.af.mil) **NLT 1 April.**
- DoD IAA Cyber Awareness Challenge.** In order to establish your AWC e-mail and network account prior to your arrival, you must complete and e-mail a copy of this training certificate (dated no earlier than 30 Sep 16) to [awc.studentops@us.af.mil](mailto:awc.studentops@us.af.mil) **NLT 1 April.**
- ADLS Account.** In order to establish your AWC e-mail and network account, you must also create an ADLS account (click on link for instructions on [How to Create an ADLS account](#)) **NLT 1 April.**
- SECURITY CLEARANCE.** All USN, USA, USMC, USCG and civilians require a minimum of a (current) Secret clearance for attendance to AWC. However, if you desire to participate in any TS-level electives and/or briefings, we recommend that you complete obtaining your clearance prior to arrival. For questions about this requirement, please contact the AWC security manager at DSN 493-1399 or commercial (334) 953-1399. Also, if you are currently filling an SCI-level billet, ask your SSO for a Transfer-In-Status (TIS) to the AU/SSO at Maxwell AFB, Alabama (your SSO can contact the AU/SSO at DSN 493-6715/3606). Finally, if your current investigation is within 60 days of the 5-year expiration date, you must begin the update process immediately through your current security manager or local Information Protection office; **Please note**--Single Scope Background Investigations (SSBIs) will NOT be submitted after arrival at AWC.
- LEAVE.** Take sufficient leave prior to arrival at AWC to avoid falling into a "use or lose" situation during the academic year. *AWC will NOT authorize ordinary leave to students during the academic year, except for during a two-week holiday break in December.*
- DEERS.** All DOD students must update their information in DEERS by the first day of class. Each student can verify his/her information in DEERS by going to <https://www.dmdc.osd.mil/milconnect>.
- TRANSCRIPT.** Sister service students must request their official undergraduate transcript be mailed or e-mailed to the Air University Registrar's Office NLT 1 Jul 2017. Transcripts should be mailed to Air University Registrar; ATTN: Admissions; 60 Schumacher Ave; Maxwell AFB, AL 36112-6337 or the university may email the transcript to [au.admission@us.af.mil](mailto:au.admission@us.af.mil) (no "s" on admission). Only one transcript is required from either the student's bachelor or master degree, not both.).
- SISTER SERVICE INPROCESSING.** Sister Service students will get a separate message from their respective AWC Service Advisor outlining their service-specific in-processing requirements and dates *in addition to* the AWC reporting-in and mass in-processing requirements. See contact info below:

USA Advisor: COL Kevin Hendricks, (334) 953-5407 (DSN 493-5407), [kevin.hendricks.1@us.af.mil](mailto:kevin.hendricks.1@us.af.mil)

USMC Advisor: Col Duane Opperman, (334) 953-2122 (DSN 493-2122). [duane.opperman@us.af.mil](mailto:duane.opperman@us.af.mil)

USN Advisor: CAPT Russell McLachlan,(334) 953-7649 (DSN 493-7649),[russell.mclachlan@us.af.mil](mailto:russell.mclachlan@us.af.mil)