

AIR WAR COLLEGE CHECKLIST

FOR INBOUND **DOD CIVILIAN** STUDENTS

- QUESTIONNAIRE.** Complete/return [Questionnaire](#) to awc.studentops@us.af.mil **NLT 1 April.**
- BIOGRAPHY.** E-mail a copy of your bio to 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 **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 DoD Civilian students 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.
- TRAVEL ORDERS.** Civilian students attend AWC in a TDY status; ensure your travel orders reflect two fund cites: one for FY17 and one for FY18. Also, click on the following links to learn about and comply with the new guidance on flat rate per diem for long term TDYs ([guidance](#), [instructions](#), [Alabama rates](#), [FAQs](#)) and work with your home station Commercial Travel Office (CTO) and Orders Approving Authority (AO) to help you find lodging within the authorized reduced per diem rate or adjust your TDY orders to authorize actual lodging cost not to exceed the locality per diem rate.
- PAY and LEAVE RECORDS.** Because civilian students attend AWC in a TDY status, their pay and leave records are maintained by their home station. Recommend you take sufficient leave prior to arrival at AWC to avoid a "use or lose" situation during the academic year. *AWC will NOT authorize ordinary leave during the academic year, except for during a two-week holiday break in December.*
- COMMON ACCESS CARD (CAC).** All students must possess a valid DoD CAC prior to arrival at AWC. If you do not have one, you must obtain one at the nearest RAPIDS Issuance Facility with two valid forms of identification (RAPIDS Locator Website: <http://www.dmdc.osd.mil/rsl/>).
- DEERS.** All DOD civilians 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.** All civilian 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 (no "s" on admission). Only one transcript is required from either the student's bachelor or master degree, not both.