

AIR WAR COLLEGE CHECKLIST FOR INBOUND **NON-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 or Agency Equivalent Training.** 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 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.** *AWC will NOT authorize ordinary leave during the academic year, except for during a two-week holiday break in December; thus, recommend you take sufficient leave prior to arrival at AWC.*
- COMMON ACCESS CARD (CAC).** All students must have a valid DoD CAC prior to arrival at AWC. If you do not have one, the process to obtain a CAC for Non-DoD personnel is sequential & as follows:
 1. Complete / e-mail a [CAC Support Information Sheet](#) (click on link) to carol.jones.4@us.af.mil, and call the AWC/UDM at DSN 493-7128 or commercial (334) 953-7128 to let them know that you e-mailed the CAC Support Information Sheet.
 2. The AWC/UDM, who is trained as the Trusted Agent (TA) for this process, inputs the data you provided into TASS (Trusted Associate Sponsorship System).
 3. You will receive an e-mail with a username and password from the AWC/UDM asking you to log into TASS and complete your information. Once you have completed the information requested, the AWC/UDM will receive an e-mail from TASS to approve your CAC request.
 4. Once approved, you will receive an e-mail from TASS alerting you that your application for a CAC has been approved and asking you to proceed to the nearest RAPIDS Issuance Facility with two valid forms of identification (RAPIDS Locator Website: <http://www.dmdc.osd.mil/rsl/>).
- 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.