

AIR WAR COLLEGE CHECKLIST

FOR INBOUND **U.S. AIR FORCE** 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.**
- SECURITY CLEARANCE.** A current Top Secret/SCI or Interim Top Secret clearance that will not expire through 17 May 2018 is **required for all LAF USAF** members. All other students; non LAF USAF, 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.
- NARRATIVE-ONLY PROMOTION RECOMMENDATION FORM (N-O PRF).** US Air Force students (*Active Duty only*) must have a N-O PRF completed/processed by their losing senior rater, IAW AFI 36-2406, para 8.1.2.1., prior to arrival at AWC.
- DLAB Score.** Line Active Duty Colonel selects must have a DLAB test score on file in their personnel records, IAW AFI 36-2605, para A7.3.3., prior to arrival at AWC.
- AIRMAN DEVELOPMENT PLAN (ADP).** US Air Force students (Active Duty O-5s w/o a line number only) must update their ADPs with post AWC assignment preferences prior to 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>.
- ADLS Training.** All US Air Force students (Active Duty, Guard, Reserve, Civilians) must be current in all their ADLS training requirements throughout the academic year (see [Required ADLS Training](#) in the attached file).
- FITNESS STANDARDS.** US Air Force students (Active Duty, Guard and Reserve) must maintain a current/passing PFT test score throughout the academic year IAW AFI 36-2905.