



WELCOME TO AIR WAR COLLEGE

On behalf of Brig Gen Christopher A. Coffelt and the entire faculty and staff at Air War College (AWC), we would like to extend a hearty welcome and congratulations on your selection to attend the Air War College Resident Program (please click on the following link to see the [Commandant's welcome letter](#)).

AIR WAR COLLEGE POLICIES, PROCEDURES and GUIDANCE

Please click on the following link to see the [AWC Resident Program Handbook](#) and review the policies, procedures and guidance that will govern your academic year while at AWC. We expect every AWC student to become familiar with and refer to this Handbook throughout the academic year as their first and primary source of information for all things pertaining to administrative activities and academic ops.

REPORTING DATES

ALL US students inbound to AWC must check-in at the Air War College Student Operations office in Bldg 1401, Room 2019 (M-F, 0830-1530) within the reporting dates listed below (plan for 30 minutes for the AWC check-in process). No military uniform or business attire required when checking in.

Class Reporting Dates	FIRST 30 SELECTEES *	ALL OTHER STUDENTS
Report No Earlier Than	29 June 2015	6 July 2015
Report No Later Than	8 July 2015	15 July 2015
Class Start Date	13 July 2015	20 July 2015
Inprocessing	20 July 2015	20 July 2015
Class Graduation Date	19 May 2016	

* AWC will notify First 30 selectees of their selection o/a March 2015

Duty Status: Once checked-in, you are considered “available for duty,” under the oversight of the AWC Director of Student Operations (DA) and will be placed in “casual status.” The time after check-in is YOUR time to finalize housing/TMO related issues, receive household goods/move-in, register dependents for school, etc. REMINDER: AWC policy does not authorize leave for HHG delivery once class begins on 20 July 2015.

Early Reporting: Only personnel whose PCS orders reflect “Early Reporting Authorized” (ERA) can report prior to their Report No Earlier than Date (RNETD). Prior approval from the AWC Director of Student Operations is required-- send email to awc.studentops@us.af.mil with justification and desired date.

REQUIREMENTS CHECKLISTS – See Due Dates for Deliverables

Please click on the applicable component link below to see your requirements checklist.

Air Force	Army/Coast Guard/Marine Corps/Navy	DoD Civilian	Non-DoD Civilian
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CLASS START DATE ACTIVITIES (20 Jul) – Plan for a full day (0830-1630)

- **Seminar Room Assignments:** In seminar room by 0830, utility uniform or flight suit (plan to arrive 15 minutes early to give yourself time to identify your seminar room number & be in place by 0830)
- **Accountability:** Your seminar leader will take roll call and provide accountability to DA by 0845
- **Laptop:** Students complete and turn in hand receipt for their government issued laptop
- **Meet and Greet with Seminar Director:** The Seminar Director (SD) is an AWC faculty member charged with administrative oversight of a seminar – the SD will serve as your rater and supervisor during the academic year in addition to teaching some courses
- **Mass in-processing:** All students will report to their assigned seminar by 0830 on Monday, 20 July and then proceed to in-process en-mass at the Maxwell Club at their seminar's designated time.
- **IT Access/Connectivity:** All students will access, test, and complete the various IT platforms that will be needed during the academic year and use this time to work out any issues with the IT system
- **Administration:** All students will be assigned seminar roles as well as register their Common Access Card (CAC) for building access at their seminar's designated time

MASS IN-PROCESSING

Mass in-processing will take place at the Maxwell Club at the designated time for each seminar. This process should take about an hour if required paperwork is completed in advance. Stations present during in-processing for students to interact with as applicable/required will be: Personnel, Healthcare Integrator, Medical Records, Flight Medical Records, Dental, Tricare, Chaplain, AU Library, Flight Records, Passport, Photo Lab, TMO and Finance. Information from base/community organizations will be available. Additionally, students will receive and sign for their initial book issue at this time.

REQUIRED DOCUMENTS/ACTIONS AT EACH IN-PROCESSING STATION

1. **Personnel:** Active Duty Air Force students will turn in a completed [In-Processing Information Sheet](#), N-O PRF (if not already sent to AFPC by losing MPS), and sealed envelope from the losing MPS containing their Unit Personnel Record, certified PCS orders (AF Form 899), and AF Form 330.
2. **Healthcare Integrator:** All US students that will be seen at the Maxwell AFB clinic or by a civilian provider off-base AND any member or dependent that is enrolled in TRICARE Prime or Standard must fill out and turn in the following forms at in-processing: [Medical In-Out Processing Worksheet](#), and [MiCare Registration Form](#) (click on links).
3. **Medical and Flight Medical Records:** All US students that will be seen at the Maxwell AFB clinic must turn in a copy of PCS Orders and handcarried medical records at the Medical Records/Patient Administration station (for non-flyers and/or family members) and at the Flight Medicine Records station (for flyers) along with a completed [SF 600](#) (you only need to complete Section 1. Patient

Information) -- the SF 600 is only for the following jobs: Pilots, Navigators, Space and Missile Personnel, Flight Surgeons, & Flight Nurses. Immunization records must be turned in at this station.

- a. **Alabama Blue Card (verification of immunizations):** Alabama State Law requires all school-age children to have an Alabama Blue Card. To obtain a Blue Card, AWC students must provide the Immunization Clinic directly or the Medical Records rep at in-processing an immunization record for each dependent family member registering for school. Students who turn in immunization records during in-processing may go to the Immunizations Clinic 48-72 hours after the in-processing day to retrieve children's shot records, blue cards, and/or vaccinations. For questions, please call the immunizations clinic at (334) 953-5731.
 - b. **For US Military Members:** Check with your local immunizations clinic to ensure you are current for all required immunizations, including Hepatitis A, Hepatitis B, and Tetanus / Diphtheria (Td). (Note: A single dose of Tetanus/Diphtheria/acellular Pertussis (Tdap) is MANDATORY for all active duty regardless of the date of their last Td booster.) This should be accomplished as soon as possible to accommodate the time required to complete the Hepatitis immunization series, if necessary. Inform the medical staff during in-processing if you were unable to complete a series prior to departing your current duty station. In addition, all students should have received the full course of measles, mumps, rubella, varicella (chicken pox), meningococcal, and polio vaccines during their childhood or at the time of initial accession into the military. If you did not or are not sure, you are encouraged to check with your immunizations clinic about booster shots prior to arrival at AWC.
4. **Dental:** All US students that will be seen at the Maxwell AFB clinic must turn in a copy of their PCS Orders. In addition, the following students must turn in their handcarried dental records: OSI, Flyers, PRP, and members PCSing from a special duty assignment.
5. **Tricare:** All US students eligible for Tricare must transfer enrollment by calling the South Region contractor, Humana Military, at 800-444-5445. Flyers and all others assigned to Flight Medicine at your home base should state that you need to be assigned to Flight Medicine at Maxwell AFB when calling in the transfer. Students may also transfer enrollment via the web at <http://www.humana-military.com/south/bene/beneficiary.asp>.
6. **Flight Records:** IAW AFI 401, para 1.5.5., Active Duty Air Force aviators will turn in their Flight Records Folder (FRF) and Flight Evaluation Folder (FEF). ANG and USAFR (ARC) aviators must turn in their FRF/FEF at this station if losing HARM transfers their electronic file to Maxwell AFB. The Maxwell Flight Records office will generate aeronautical orders assigning Flying Status Code (FSC) "L" (inactive-School) for more than 180 days. Member must maintain a current flight physical certification to prevent flight incentive pay termination while attending school. For questions, you may contact the Maxwell Flight Records POC at commercial (334) 953-7520 or DSN 493-7520.
7. **Passport:** All US students must have a valid (current through 30 Sep 16) official passport (no fee—red) prior to departing their losing base and turn it in at this station in order to travel abroad as part of the Regional and Cultural Studies (RCS) program. Recommend using China as the destination if you need to process a new official passport application. If you are unable to obtain a new valid official passport prior to arrival at AWC, you must contact the AWC/RCS office ASAP at DSN 493-7623 or commercial (334) 953-7623.

- 8. Traffic Management Office (TMO):** All US students who engaged in a Government arranged move or procured/performed duty moves must read the following attached instructions from TMO: [TMO Info Sheet for Inbound AWC Students](#), [TMO Procedures for PPM and DITY Move](#), and [TMO Travel pay EFT Memo](#) (click on links). All US students that used the TMO services must stop by the TMO office in Bldg 804 at Maxwell AFB BEFORE the first day of class for TMO to review their paperwork. Of note, during the mass in-processing line, TMO will only process PPM related issues; all others issues must be processed in person at the TMO office.
- 9. Finance:** Active Duty Air Force students must complete a travel voucher in advance (click on the following links to see [Finance Inprocessing Instructions](#) and [Finance Travel Voucher](#)) and submit to the finance office during AWC mass in-processing on the first day of class. **USAF Pilots** must also turn in AF Form 5 (Individual Flight Record Group) to maintain Flight Pay.

PLANNING YOUR MOVE

Basic Allowance for Housing (BAH) Policy Waiver: Air Force members desiring a BHA waiver are required to submit a [BAH Waiver Statement](#) through their losing Military Personnel Section prior to receiving Permanent Change of Station orders. Personnel must meet the criteria outlined in [SAF/MR's policy letter](#) dated 4 Mar 02. If member will receive a higher BAH rate at gaining location, he/she does not need to apply for a BAH waiver – the BAH rate will be automatically established for gaining location.

Lodging: For on-base, visit <http://af.dodlodging.net/propertys/Maxwell-AFB>. For off-base, visit www.visitingmontgomery.com.

Housing: To learn more about the Privatized Military Family Housing on base or Housing in the Local Community, contact the Maxwell-Gunter Housing Management Office (HMO) at DSN 493-5718 or commercial (334) 953-5718 or visit their website at <http://www.housing.af.mil/maxwell/index.asp>. If interested, the base also manages an on-base campground (click on [FAMCAMP brochure](#) for details). For rentals and sales in the area, visit www.homes.mil, www.ahrn.com, www.apartmentfinder.com.

Schools: Please scroll to the end of the HMO website (<http://www.housing.af.mil/maxwell/index.asp>) to see links for all the local area schools. For additional questions, feel free to also contact the Maxwell AFB School Liaison via e-mail at 42fss.slo@us.af.mil or DSN 493-3799 / commercial (334) 953-3799.

Child Care: AWC students, including federal civilian employees, are authorized use of the on-base Maxwell AFB Child Development Center. For details, visit them at <http://www.42fss.us/cdc.html>

Medical Considerations: Maxwell AFB does not have an on-base emergency room. The Maxwell AFB Clinic can only attend to minor injuries on a space-available basis. The Montgomery area is serviced by Baptist Medical Center and Jackson Hospital, and Prattville is serviced by the Prattville Baptist Hospital.

Forwarding Mail: Base post office address is 550 East Maxwell Blvd # 3000, Maxwell AFB, AL 36112.

AWC Student Life: Click on the following link for an insight into the [AWC Student Life](#).

Local Community: For an overview of the local community, visit <http://www.knowthecommunity.com/>

**** Please e-mail us at awc.studentops@us.af.mil if you still have any questions****