

# AIR WAR COLLEGE CHECKLIST FOR INBOUND **DOD CIVILIAN** 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 15) 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 students require a current Secret clearance for attendance to AWC. For questions about this requirement, please contact the AWC security manager at DSN 493-1399 or commercial (334) 953-1399. However, if you are interested in participating in any of the higher classified electives available as part of the AWC program, we recommend that you bring a copy of your most recent SF-86 in order to facilitate the enrollment process. 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; of 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 FY16 and one for FY17. 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 2016. Transcripts should be mailed to Air University Registrar; ATTN: Admissions; 51 E. Maxwell Blvd; Maxwell AFB, AL 36112 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.