

## CHECKLIST FOR NEW STUDENTS

Welcome to Air War College! Your selection to attend AWC in-residence means that you and your family are about to embark on an exciting year. AWC Student Operations (AWC/DA) serves as the administrative conduit between inbound resident students, AWC academic/support agencies, and Maxwell AFB. Please contact us via email ([awc.studentops@us.af.mil](mailto:awc.studentops@us.af.mil)) or phone (DSN 493-5190/commercial 334-953-5190)

All links are highlighted in grey

<i>Air War College Commandant's <a href="#">Welcome</a></i>	<i>AWC Director of Student Operations <a href="#">Welcome</a></i>	<i>AWC Class of 2014 <a href="#">Facebook Page</a></i>
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### MANDATORY REQUIREMENTS

1. **CONTACT & BACKGROUND DATA:** Provide [data](#) to [awc.studentops@us.af.mil](mailto:awc.studentops@us.af.mil) upon assignment notification. Include Maxwell/Montgomery area contact data if known
  
2. **ALL INBOUND STUDENTS--RESOLVE ASAP AT CURRENT DUTY STATION**
  - A. **SECURITY CLEARANCE:** All students require a current Secret clearance for attendance; however, it is highly encouraged for US students to have a current Top Secret/SCI (SCI-DCID 6/4) clearance eligibility or an open Special Security Background Investigation (SSBI) prior to arrival at AWC. Portions of the AWC curriculum/electives are taught at the sensitive compartmented information (SCI) level. See [link](#) for transfer information. Contact [james.johnson@us.af.mil](mailto:james.johnson@us.af.mil) or phone DSN 493-1399/commercial (334) 953-1399 with questions
  
  - B. **OFFICIAL PASSPORT:** All US students require an official passport (no fee--red) to participate in a mandatory AWC Regional and Cultural Studies program field studies visits to other nations during the Spring semester
    - If you do not NOW possess a valid official passport valid through Sep 2014, DO NOT submit for one at your current location  
Instead:
      - Contact the AWC Passport Office ([awc.passport@us.af.mil](mailto:awc.passport@us.af.mil))  
and
      - Handcarry to AWC in-processing a current/expired official or unofficial passport...or your original Birth Certificate with raised seal (not a notarized copy)
  
  - C. **INFORMATION ASSURANCE (IA) TRAINING:** Return proof of IA training (**dated no earlier than 1 Jan 13**) to [awc.studentops@us.af.mil](mailto:awc.studentops@us.af.mil) so we can establish email and network connectivity prior to your arrival here. US Air Force students...use ADLS. All others may use DoD Info Assurance Awareness

- D. **LEAVE:** Coordinate leave plans with your current chain of command. **AWC will NOT authorize routine leave (time off/vacation time) to students during the academic duty days between in-processing and graduation.** Take sufficient leave at current duty station or during travel to ensure you do not arrive at AWC with excess leave (use or lose). Students will be authorized unrestricted leave during a two-week holiday break in December
- E. **FITNESS STANDARDS:** All US Air Force students (including ARC Air Reserve Component officers) must reflect a current, passing PT test score in the AFFMS system of record before arrival to AWC, and will be required to take the AF fitness test per AFI 36-2905 during the academic year
  - Sister Service, Civilian and International students must meet the standards of their respective services/agencies/nations
- F. **IMMUNIZATIONS:** Update your immunizations prior to departing for AWC. This will enable your participation in mandatory AWC Regional and Cultural Studies program field studies visits to other nations in Spring 2014. See [link](#)
- G. **ADDITIONAL MANDATORY REQUIREMENTS:** [Click your demographic, below:](#)

<a href="#">USAF Active Duty</a>	<a href="#">DoD Civilian</a>	<a href="#">International Military</a>
<a href="#">Air Reserve Component</a>	<a href="#">Non-DoD Civilian</a>	<a href="#">Army/Navy/Marine Corps/USCG</a>

**INFORMATION AND LONGER-TERM PLANNING LINKS**

1. REVIEW “[PLANNING YOUR MOVE](#)” to prepare for your move to the River Region (bringing your family, schools, housing options, orientation programs, etc)
2. REVIEW “[REPORTING AND INPROCESSING](#)” for information on your arrival, reporting-in to AWC, and AWC in-processing

KEY AY14 DATES	<a href="#">AWC FIRST30 SELECTEES</a>	ALL OTHER AWC STUDENTS
Report No Earlier Than	1 July 2013	8 July 2013
Report No Later Than	12 July 2013	19 July 2013
In-Processing	16 July 2013	22 July 2013
Class Start Date	15 July 2013	23 July 2013
Class Graduation Date	22 May 2014	

**\* AWC will notify First 30 selectees of their selection in March 2013**

3. REVIEW “[AWC LIFESTYLE](#)” for insight into AWC in-resident program expectations, spouse/family/volunteer opportunities, and some thoughts on the daily school environment that you will experience
4. SIGN-UP AND UTILIZE THE “[AWC CLASS OF 2014](#)” FACEBOOK SITE to “meet,” engage and network with your fellow Class of 2014 classmates prior to your arrival