

# Naval Advisory Group

## Air Command and Staff College

### New Student Questionnaire

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\*\*\* Please complete the questionnaire below and e-mail it to [maxwell.navaladvisory.group@us.af.mil](mailto:maxwell.navaladvisory.group@us.af.mil). Upon receipt of this questionnaire, the Naval Advisory Group will send you a Welcome Aboard letter to the personal email address you list below.

<u>REQUESTED INFORMATION</u>	<u>YOUR INFORMATION</u>
Last Name	
First Name	
Middle Initial	
Suffix	
Call Sign/Nickname	
Gender	
Rank or Grade	
If selected, Projected Promotion Date:	
Date of Rank or Grade (MM/DD/YYYY)	
Full SSN	
Birth Date (MM/DD/YYYY)	
Marital Status:	
Place of Birth (City, State)	
Designator (Ex: 1110 – Surface Warfare)	
Community (Ex: Rotary, MPA, Tailhook)	
Current Command and Location (City and State)	
Current Duty Title	
Current Work E-mail	
Current Work Number (DSN and Commercial)	
Current Home Phone Number	
Personal E-mail	
Personal Cell Phone	
Will you be accompanied by your family while at Maxwell?	
Please provide your DoD Common Access Card (CAC) number (10-digit number on back of CAC Card which starts with the # 1. If you have the old CAC ID and it still shows your social security on the back of it instead of the 10 digit number, then insert your CAC in a CAC reader and you will see the 10-digit number that starts with the # 1 on the computer screen).	

<p><b>DoD IAA Cyber Awareness Challenge or Service Equivalent Training.</b>  In order to establish your ACSC e-mail and network account prior to your arrival, you must complete and e-mail a copy of this training certificate to <a href="mailto:maxwell.navaladvisory.group@us.af.mil">maxwell.navaladvisory.group@us.af.mil</a>.</p> <p><b>Have you mailed your training certificate?</b>  <b>What is the date of completion on your training certificate?</b></p>	<p>Please respond with Yes, No, or In Progress.  Please give the date of training:</p>
<p><b>SECURITY CLEARANCE.</b> All students require a current Top Secret/SSBI for SCI clearance to attend ACSC. For questions about this requirement, please contact the ACSC security manager at DSN 493-2712 or commercial (334) 953-2712. 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 ACSC.</p> <p><b>Have you satisfied these security requirements?</b></p>	<p>Please respond with Yes, No, or In Progress.</p>
<p><b>TRANSCRIPT.</b> You must request your official undergraduate transcript be mailed or e-mailed to the Air University Registrar's Office NLT 31 Aug of the year you report to ACSC. The Registrar's addresses are as follows:</p> <p><u>Mailing Address</u>  AU/CFRR  51 E. Maxwell Blvd  Maxwell AFB, AL 36112-6337</p> <p><u>Email address</u>  <a href="mailto:au.admission@us.af.mil">au.admission@us.af.mil</a></p> <p><b>Have you requested your transcript be mailed to the AU Registrar?</b></p>	<p>Please respond with Yes, No, or In Progress.</p>

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