

AIR WAR COLLEGE CHECKLIST FOR INBOUND U.S. AD Air/Space Force STUDENTS

Upon notification of selection for AWC, all inbound students should access the “Inbound Students” tab on the school website for up-to-date information and reporting instructions. Immediately upon notification, students must email AWC.StudentOps@us.af.mil. Once an email is received, AWC Student Ops will send the student a welcome email with administrative requirements.

QUESTIONNAIRE. AWC Student Questionnaire AY28 **Complete NLT 12 Feb 27.**

BIOGRAPHY AND OFFICIAL PHOTO. Send your bio and official photo (in a separate files) to awc.studentops@us.af.mil **NLT 12 Feb 27.**

GOVERNMENT TRAVEL CARD STATEMENT OF UNDERSTANDING (GTC SOU). A prefilled GTC SOU will be emailed to students in the spring. Students should sign as the cardholder and return to awc.studentops@us.af.mil. AWC staff will sign as the supervisor.

REQUIRED TRAININGS: DOD CYBER AWARENESS, DOD UNAUTHORIZED DISCLOSURE, AND TRAVEL CARD 101. All students must complete and send the certificates to awc.studentops@us.af.mil **NET 30 April**. All training must be valid through the duration of the academic year. “[Cyber Awareness](#)” and “[Unauthorized Disclosure of Classified Information and CUI](#)” courses in MyLearning for DAF personnel. The [Travel Card 101](#) training is listed within Passport Trax.

AMS-OKTA SURF AND LAST THREE OPBs. Send your SURF/Career Brief with the last 3 OPBs from newest to oldest in **one, single PDF** file to awc.studentops@us.af.mil **NLT 9 July**. New AMS/OKTA website: <https://AF.Okta.Mil/> Tutorial: [Combine or merge files into a single PDF, Adobe Acrobat](#)

FITNESS STANDARDS. IAW DAFI 36-2686, 3.1.2. Officers must have a current passing Fitness Assessment (FA) prior to attending any resident ODE program. All US Air Force students are required to email their current PFA and BCM reports to awc.studentops@us.af.mil **NLT 9 July**. US Air Force students (Active Duty, Guard and Reserve) must maintain a current passing FA throughout the academic year IAW DAFMAN 36-2905. Member will also complete body composition measurements during their birth month while at AWC.

SECURITY CLEARANCE. All US students (Active Duty, Guard, Reserve, Civilians) must have

a current or interim Top-Secret (TS) valid through 19 May 2028. If your TS clearance is within 90 days of the 5-year expiration date, you must complete your e-APP/SF-86 with your current security manager. **NOTE: If you do not currently have a TS clearance, please initiate it with your Unit Security Manager ASAP as Maxwell will not initiate security clearance upgrades for students.** Valid Cyber Awareness and Unauthorized Disclosure training certificates (above) must be submitted to awc.studentops@us.af.mil prior to in-processing. Transfers-in-Status (TIS) are no longer accepted, and all students will attend an indoc brief upon arrival. Please contact the AWC Security Manager Mr. Eric Godinez at DSN 94 312 493-1398 and commercial (334) 953-1398 or via email at eric.godinez.3@us.af.mil with questions.

NARRATIVE-ONLY PROMOTION RECOMMENDATION FORM (N-O PRF). Active Duty Air Force students must have a N-O PRF completed/processed by their losing senior rater and submitted to AFPC by the losing MPF, IAW AFI 36-2406, para 8.1.2.1. and para 8.1.5.6.1/4/6, Officers will not depart without a narrative-only PRF being accomplished unless an approved waiver was granted. Senior raters provide a copy of the narrative-only PRF to the ratee approximately 30 calendar days prior to departure for AF level training. **This is a member and losing senior rater/MPF responsibility. AWC does NOT receive nor process PRFs.**

myEVAL OPB. Active-Duty Air Force students must work with their losing unit to ensure their OPB is finalized in myEVAL prior to departure. IAW DAFI 34-2406, 1.4.2.2.1. officer evaluations are due to the MPF no later than 30 calendar days after close-out. Upon arrival, and once in-processed, if the OPB site is not finalized, the site can disappear. This is a known glitch due to the system not recognizing one individual moving to another PASCODE. To avoid any re-work or creating the OPB site from scratch, work with your unit to ensure it is signed and loaded in your records prior to departure. Lastly, not having a completed OPB, ahead of student in-processing, will cause delays in updating your record with correct student duty info.

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 a two-week holiday break in December. There is no Spring Break at AWC.*

MYLEARNING. All US Air Force students (Active Duty, Guard, Reserve, Civilians) must be current in **all** their MyLearning training requirements throughout the academic year. This includes the three Total Force Awareness Trainings (TFAT) and trainings listed above. To establish a [MyLearning](#) account.

IMR REQUIREMENTS. US Air Force students (Active Duty, Guard and Reserve) must maintain current IMR requirements throughout the academic year.

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](#).

ATTENTION MEDICAL/DHA OFFICERS: Keep your DHA/health.mil email addresses from previous unit. Your career field managers/headquarters will use this to communicate with you while you are here. You do not want to miss their communications while in a student status.

USSF SERVICE ADVISOR. USSF students have an on-site USSF advisor: Col Eric Snyder, 318-445-4885 (DSN 493-4885) eric.snyder.1@spaceforce.mil

As of 21 Aug 2026