

AIR WAR COLLEGE CHECKLIST FOR INBOUND DoD Civilian 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.**

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 are in MyLearning for USAF personnel. “Cyber Awareness” course in JKO (or other branches of service/agency equivalents) are acceptable if you do not have an Air Force MyLearning account. For Non-USAF personnel, the “Unauthorized Disclosure” CBT course may be accessed at the following link: <https://securityawareness.usalearning.gov/disclosure/index.html> (**NOTE:** Please save a copy of your certificate. A record will not be maintained in the system for future reference). The Travel Card 101 training can be located at: <https://www.defensetravel.dod.mil/neoaccess/login.php> (Passport Trax).

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.

SECURITY CLEARANCE. All US students (Active Duty, Guard, Reserve, Civilians) must have a current or interim Top-Secret (TS) valid through 20 May 2027. 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.

TRANSCRIPTS. Civilian students must request their official undergraduate transcript be mailed or e-mailed to the Air University Registrar's Office NLT 1 June. Please have your university send your official transcript electronically via Parchment (preferred method) to: Air University Resident Program. If your university utilizes National Student Clearinghouse Transcript Services, please have your university send your official transcript electronically via email to registrar@au.af.edu

Or the university may mail your official transcript to:

Air University Registrar, Attn: Admissions, 60 W Shumacher Ave, Maxwell AFB, AL 36112-6337

TRAVEL ORDERS. Civilian students attend AWC in a TDY status; ensure your travel orders reflect two fund cites: one for FY25 and one for FY26. Also, work with your home station Commercial Travel Office (CTO) and Orders Approving Official (AO) to help you find lodging in accordance with local per diem rates. Later in the school year (around Spring), you will need "dual lodging" authorized due to a concurrent TDY.

PAY and LEAVE RECORDS. Because civilian students attend AWC in a TDY status, their pay and leave records are maintained by their home station. 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.* There is no Spring Break at AWC.

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: <https://idco.dmdc.osd.mil/idco/locator>).

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://milconnect.dmdc.osd.mil/milconnect/>

As of 21 Aug 2026