

AIR WAR COLLEGE CHECKLIST FOR INBOUND U.S. Air Force ANG & USAFR 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 in MyLearning for DAF personnel. The Travel Card 101 training is 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.

LEAVE. Take sufficient leave prior to arrival at AWC to avoid falling into a “use or lose” situation during the academic year. If leave is authorized, it will be processed on the 988

for your home station unit. NOTE: 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.

ORDERS. Guard and Reserve students will need to have their orders certified prior to AWC arrival. This is a home station unit and member responsibility. PCS travel must be completed by the NLT date identified in the “AY26 Information” Tab of the “Inbound Students” section of the AWC website.

MYLEARNING. All US Air Force students (RegAF, Guard and Reserve) 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 earlier. To establish a MyLearning account go to: <https://lms-jets.cce.af.mil> and log on.

FITNESS STANDARDS. IAW DAFI 36-2686, para 10.6.1.4., for AFR students must be current and passing according to military fitness standards as stated in DAFMAN 36-2905. For ANG, 11.3.4.2. Officers must meet all military fitness standards. All US Air Force ANG and AFR students are required to email their current PFA and BCM reports to awc.studentops@us.af.mil **NLT 11 July**. Students 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.

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

SERVICE ADVISORS. ANG and AFR students have on-site ARC advisors. They are:

AU AFR Advisor: Col Casey Cooley, (334) 953-8290 (DSN 94 312 493-8290), casey.cooley.1@us.af.mil

AU ANG Advisor: Lt Col Jennifer Nash, (334) 741-4400 (DSN 94 312 493-4400), jennifer.nash.1@us.af.mil

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](#).

As of 21 Aug 2026