



**DEPARTMENT OF THE AIR FORCE  
97TH TRAINING SQUADRON (AETC)  
ALTUS AIR FORCE BASE OKLAHOMA**

28 April 2025

MEMORANDUM FOR IN-BOUND ALTUS AMTC STUDENTS

FROM: 97 TRS/CC

SUBJECT: Course Pre-Requisites

1. This policy will be effective on 28 April 2025.
2. Pre-requisite checklists can be found on ETCA and the "New Students" page of Altus Air Force Base's website. All checklists and supporting documents are to be submitted no later than three weeks prior to class start date.
3. Students will be emailed two weeks, one week, and one business day prior to class start date requesting the remaining supporting documentation that has not been satisfied. If the student shows up to training without required documentation for in-processing, they will be returned to their unit. Exceptions will be considered on a case-by-case basis if the unit provides justification and said justification is approved by 97 TRS/TRA (Student Administration).
4. Please reach out to 97 TRS/TRA (Student Administration) for any questions at:  
580-481-7446

SORAN JAVAHIRZADEH, Lt Col, USAF  
Commander