COMMON FORMAL TRAINING PREREQUISITES

I. IDENTIFICATION DATA

1. STUDENT NAME: (Last, First, Middle Initial)	2. COURSE TITLE **Select from menu**	3. RANK
	KC46 PIQ	

4. Scheduled Course Graduation date (**MM/DD/YYYY**):

II. PREREQUISITES

5. Prerequisites (Instructions: The specific course manager will provide the prerequisites. The trainee/student or unit/wing training manager will initial and fill in all applicable areas prior to certification.)

INITIALS

1. Physiological training is current for at least **30** days after course graduation date IAW syllabus.

   1a. Altitude Chamber expiration date:

2. Flight physical (PHA) is current for at least **30** days after course graduation date IAW syllabus.

   Must have active 2992: will NOT arrive in longterm DNIF status (>30days). Short DNIF on case by case basis if it doesn't interfere with training.

   2a. 2992 exp date:

   2b. Medical waivers must be current for at least **30** days past course graduation date.

   Waiver expiration date: N/A ☐ **97 MDG will **not** process waiver paperwork**

3. Security Clearance (minimum of SECRET) Verified in DISS & valid through class graduation date, or a reinvestigation is open prior to class start date IAW syllabus. Eligibility LVL: Secret ☐ Top Secret ☐ Date of Investigation

   - Squadron Security Manager: I certify the above has been verified.

4. Student has reviewed reporting instructions and has thoroughly read and agreed to abide by all policies in the AAFB Student Handbook located at https://www.altus.af.mil/About-Us/New-Students/ prior to departing for training. (must use CAC email certificates)

5. E-mail 97TRS.Inprocessing@us.af.mil from a account you can access at Altus. (Normally a personal email). You will receive a Trackvia account activation e-mail and instructions.

6. Upload items listed below **NLT 2 weeks prior** to class start date to **TrackVia**.

   Title emails to 97TRS.Inprocessing@us.af.mil your last name, course and course start date (ex: **Smith_LIQ_mm/dd/yyyy**).

   6a. TDY Orders (or PCS orders w/Altus TDY listed). i.e. 1610 (DTS), 938, 899, etc. Do not send your training RIP.

   6b. Medical: Email DD Form 2992 from most recent PHA.

   6c. Flight records: check course specific checklist.

   6d. Current printout of AFFMSSII (Fitness Report). Scored/signed scorecards are acceptable if report is unavailable.

   6e. Copy of DoD Mobile Device CBT certificate https://public.cyber.mil/training/dod-mobile-devices/

   6f. Copy of this completed checklist AND course specific checklist signed by Sq/CC or authorized representative (DO, training shop, etc.)

7. Student does not have leave scheduled for the period of time covering the TDY.

8. Student has signed up for Mattermost and has added the 97 TRS team and student channels.

   8a. Detailed instructions are available at https://www.altus.af.mil/About-Us/New-Students/.

   8b. USER ID for licenses:

9. Student will arrive by **0715** on class start date for in-processing at building 87, 1st floor, Student Admin. Doors open at 0700.

Failure to complete prerequisite items will result in the student being returned to their unit.

III. COMMANDER OR COMMANDER'S AUTHORIZED REPRESENTATIVE CERTIFICATION/ACKNOWLEDGEMENT

I certify and acknowledge, all course prerequisites listed above have been verified and accomplished. Students not meeting course prerequisites will not proceed to training unless the appropriate waiver is obtained. The member has been instructed to email this form along with any other documentation described above. Additionally, this form will serve as a certification of the course prerequisites. Failure to produce this form for in-processing can result in a training delay or removal from the course. The student will not be entered into training until all prerequisites have been verified.

NAME, GRADE, BR OF SVC, ORGN, COMD, LOCATION

DUTY TITLE

SIGNATURE

DATE