

COMMON FORMAL TRAINING PREREQUISITES

I. IDENTIFICATION DATA

1. STUDENT NAME: (Last, First, Middle Initial) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	2. COURSE TITLE Select from menu	3. RANK
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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	<p>1. Physiological training (Altitude Chamber) is current for at least 30 days after course graduation date IAW syllabus. 1a. Altitude Chamber expiration date:</p> <p>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 only if it doesn't interfere with training. 2a. 2992 exp date:</p> <p>2b. Medical waivers must be current at least 30 days past course grad date. Waiver exp date: N/A **97 MDG will not process medical flying waiver paperwork or provide PHA appointments due to staffing limitations**</p> <p>3. Security clearance (minimum SECRET) verified in DISS, or a reinvestigation SF-86 is initiated prior to class start date IAW the syllabus, DoD 5200.2, and AFMAN 16-1405. <div style="text-align: right;">Investigation Date:</div></p> <p style="text-align: center;">Eligibility Level (choose one): Secret Top Secret CE Date:</p> <p>-Squadron Security Manager: I certify the above has been verified.</p> <p>4. Student has thoroughly read and agrees to abide by our reporting instructions, all policies, and 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)</p> <p>5. Effective Aug 2024, 97 TRS is replacing TrackVia with Salesforce as our student data system. Disregard all TrackVia references in the course specific checklist, reporting instructions, or other materials.</p> <p>6. For Salesforce activation, send a request from your .mil email to 97TRS.Inprocessing@us.af.mil about a month prior to your class start date. Use this subject line format for all email traffic: rank, first and last name, airframe/course, class start date. (ex: Capt John P. Smith, C17PIQ, 4 Nov 2024).</p> <p>7. Upload items listed below, as well as items from the Course checklist, to Salesforce NLT 2 weeks prior to class start date. 7a. TDY Orders (or PCS orders w/Altus TDY listed). i.e. 1610 (DTS authorization), 938, 899, etc. DO NOT send your training RIP. 7b. Medical: DD Form 2992 from most recent PHA. DON'T submit Protected Health Information (med flying waiver, immunizations, etc) 7c. Flight records: check course specific checklist. 7d. Fitness Report: must have <u>current</u> due date (see Reporting Instructions [item 4 of this checklist] for categories defined as current and guidance for member's on a FIP. <u>If exempt, please ensure current due date is on report</u> by opening up the main page of myFitness, right clicking on the page, choosing print, then saving as a pdf. Scorecards are acceptable if scored, dated, & signed by the test administrator. 7e. DoD Mobile Devices certificate <u>completed within the past year</u> (NOT your user agreement, NOT your Cyber Awareness certificate). https://dod.cyber.mil/wp-content/uploads/trn/online/dod-mobile-devices/launchPage.htm 7f. Copy of this completed checklist AND course specific checklist, both signed by Sq/CC or authorized rep (DO, UTM, etc.)</p> <p>8. Student does not have leave scheduled for the period of time covering the TDY. We cannot guarantee leave during training.</p> <p>9. To account for program delays, weather, and other unforeseen circumstances, 97 TRS highly discourages students to be scheduled for a class when they have major life events (weddings, births, leave, etc.) scheduled within 30 days of the expected class grad date. We cannot guarantee leave during training.</p> <p>10. Student has signed up for Mattermost and has provided their Mattermost ID below. Access to our channel will be granted, usually within 1-2 weeks. Detailed instructions available at https://www.altus.af.mil/About-Us/New-Students/ <div style="text-align: right;">Mattermost ID:</div></p> <p>11. Student will arrive at 0700 on class start date for in-processing at 0715 in Building 87, 1st floor, Student Admin, Room 103. Failure to complete prerequisite items will result in the student being returned to their unit.</p>
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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
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