

COMMON FORMAL TRAINING PREREQUISITES

I. IDENTIFICATION DATA

1. STUDENT NAME: (Last, First, Middle Initial) 	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	1. Physiological training (Altitude Chamber) 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 2992 in "up" status: 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: 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** 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. Eligibility Level (choose one): Secret Top Secret Investigation Date: CV Date: Check box if a Reinvestigation SF86 was initiated for out of scope CV (formerly CE) date (>5yrs prior to class start) -Squadron Security Manager: I certify the above has been verified. 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) 5. For Salesforce (ASIMS) account activation, about a month prior to your class start date, complete & sign the ASIMS Mobile Device Use Policy located at https://www.altus.af.mil/About-Us/New-Students/ and save as "Last Name, First Name - ASIMS Mobile Device Use Policy". Then send an email from your .mil email with the signed policy attached to 97TRS.Inprocessing@us.af.mil. 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). You must log into Salesforce every 30 days to remain active! 6. NLT 3 weeks prior to class start date, upload items listed below, as well as items from the Course checklist, to Salesforce: 6a. TDY Orders (or PCS orders w/Altus TDY listed). i.e. 1610 (DTS authorization), 938, 899, etc. DON'T submit your training RIP. 6b. Medical: current "up" status DD Form 2992. DON'T submit Protected Health Info (med flying waiver, immunizations, etc) 6c. Flight records: check course specific checklist. 6d. Fitness Report: must have <u>current</u> due date (see Reporting Instructions [checklist item 4] for categories defined as current & guidance for member's on a FIP. Ensure your name, score, and current due date is on report 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. 6e. DoD Mobile Devices CBT certificate completed within the past year (This is NOT a user agreement, Cyber Awareness certificate, or ASIMS Mobile Device Use Policy Memo). https://dl.dod.cyber.mil/wp-content/uploads/trn/online/dod-mobile-devices/launchPage.htm 6f. Copy of this completed checklist AND course specific checklist, both signed by Sq/CC or authorized rep (DO, UTM, etc.) 7. Student does not have leave scheduled for the period of time covering the TDY. We cannot guarantee leave during training. 8. 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. 9. Student has signed up for Mattermost and has provided their Mattermost ID below. Access to our channel will be granted, usually the Friday prior to your start date. Detailed instructions available at https://www.altus.af.mil/About-Us/New-Students/ Mattermost ID: 10. 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.
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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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Please bear with us as we work to update the course checklists, new student website, ETCA, etc. The following changes have been made, but your course checklist may not reflect the changes yet.

- **Due date for documents** changed from 2 weeks to **3 weeks prior to your class start date**
 - If your complete package is not ready by the deadline, go ahead and submit what you do have and send us an email with a status update on what you are missing.
 - Overdue reminders go out to your leadership at 2 weeks and again at 1 week prior. Please submit your documents on time so we can limit the number of emails sent to your leadership.
 - If you require a waiver please submit it ASAP. Last minute waivers have less of a chance of being approved.
- **Hours requirements** may have changed for your course but may not be updated on your course checklist yet. Some of the changes are listed below but please refer to Table 5.1 in the latest RTM and/or AFMAN 11-2 (acft) Vol 1 to be certain you meet the current requirements to enter upgrade.
 - **C17 PCO: 500 C-17 PAA hours**
 - **C17 ILM: 800 Total Flying hours and 200 C-17 PAA hours**; Prior CEA Instructors (Non-LM Instructors) transitioning from other MDS are required 400 C-17 PAA.
 - **KC135 ACU: 500 KC-135 PAA hours**
 - **KC135 IB: non-prior instructor booms - 500 KC-135 PAA hours or prior instructor booms - 300 KC-135 PAA hours and 1 year experience as an instructor boom**