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

14 September 2022

MEMORANDUM FOR   IN-BOUND ALTUS AMTC STUDENTS

FROM: 97 TRS/CC

SUBJECT: Course Pre-Requisites

1. This policy will be effective on 1 October 2022.

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 two weeks prior to class start date.

3. If a student fails to submit their pre-requisite checklist and supporting documentation 48 hours prior to arrival, they will be sent an e-mail detailing what documentation is still needed. If the student shows up to training without required documentation, they will be sent back 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.

4. Please reach out to 97 TRS/TRA (Student Admin) for any questions at (580) 481-7446.

BENJAMIN J. DAVIDSON, Lt Col, USAF
Commander