

AVC3 IN-PROCESSING INSTRUCTION/CHECKLIST

COMPLETE NLT 21 DAYS PRIOR TO COURSE, EMAIL BACK TO SGL POC

 Small Group Placement Roster (received via email with welcome letter)
 Computer Use Roster (received via email with welcome letter)

COMPLETE PRIOR TO COURSE, SUBMIT DIGITALLY TO SMALL GROUP LEADER DAY 1

 Commanders Safety Course Certificate (ALMS – <https://www.lms.army.mil>)
 Risk Management Certificate (ALMS – <https://www.lms.army.mil>)
 Army Accident Avoidance Certificate (ALMS – <https://www.lms.army.mil>)
 DoD Cyber Awareness Challenge Certificate* (IA Signal – <https://ia.signal.army.mil>)
 *Must not expire during the course

 Strip Map to Residence from Adams Hall (Google Maps, etc.)
 1 Copy of ORB

COMPLETE / SUBMIT IMMEDIATELY UPON REPORTING TO THE COMPANY

 3X5 card with complete name, rank, SSN, cell phone # and class #

FY 16-17 Course Information for USAACE FORM 556

COURSE	CLASS	DATE START	DATE COMPLETE
AVC3	16-004	2016-09-07	2017-02-21
AVC3	17-001	2016-11-28	2017-05-09
AVC3	17-002	2017-02-27	2017-07-25
AVC3	17-003	2017-06-05	2017-11-01
AVC3	17-004	2017-08-28	2018-02-09
AVC3 RC	16-002RC	2016-08-08	2016-08-21
AVC3 RC	17-001RC	2016-11-06	2016-11-19
AVC3 RC	17-002RC	2017-07-31	2017-08-13

COMPLETE / SUBMIT TO SMALL GROUP LEADER DAY 1

 Student Personnel Data Record Card (USAACE FORM 556) (**FRONT AND BACK**)
 Acknowledgement of Local Policies, Procedures, and Regulations Memo
 1-145th Aviation Regiment Safe Driving Pledge
 Statement of Motorcycle Operator Requirements and Individual Responsibilities
 POV Inspection

COMPLETE WITH SMALL GROUP LEADER WEEK 1

 Individual Student Assessment Plan (ISAP)
 Honor Pledge
 DOSNET Acceptable Use Policy (AUP)

KEEP FOR YOUR RECORDS

 Commander's Leave and Pass Policy, and Addendum Memo

GENERAL IN-PROCESSING

ALL Students will perform a Complete Records Audit. Make sure that everything on your ORB is accurately reflected in iPERMS/OMPF and vice versa. If there are any discrepancies, you will make an appointment at the Soldier Service Center (Bldg 5700) ASAP. Note: You will be required to provide hardcopy proof of these discrepancies. Link: <https://iperms.hrc.army.mil/rms/>

You have three working days to in-process, but will report daily in person to the A Co SDO desk 0900 (Mon-Fri).
 While on casual duty status, report daily in person to the A Co SDO desk at 0900 (Mon-Fri).
 You will be released by the Operations Officer or NCO.

Battalion SDO 334-255-3569

Company OPSO 334-255-1880