

28 October 2016

Key Information for Inbound CGSC, SAMS and ASLSP Students for AY-18

1. PREPARE – To get started, the Air Force Element (AFELM) website (<http://usacac.army.mil/organizations/cace/cgsc/afelm/>) will be the primary point of information about your year in Ft. Leavenworth. Any points not covered by this website can be answered through Student Operations – Lt Col Eldridge, Maj Schwennesen and/or TSgt Page.

The following websites are also useful to prepare for the upcoming year:

 Ft. Leavenworth Garrison website – <http://garrison.leavenworth.army.mil/>

 Family Morale Welfare and Recreation website – <http://www.fortleavenworthmwr.com>

 Family-specific information (schools, housing, lodging, services on post)

 <http://garrison.leavenworth.army.mil/index.php/myfort/services/famillies>

1. TO DO’s –
	1. NLT 31 Jan 2017, fill out the Student Contact Info sheet on the AFELM website (<http://usacac.army.mil/organizations/cace/cgsc/afelm/>) and email it back to the Organizational Box and/or TSgt Page. Please indicate with an asterisk which method is best to reach you during your transition period.
	2. Accomplish an official photo (at your local Public Affairs office photo lab) and write your official bio. Reference USAF senior leaders’ biographies for guidance (<http://www.af.mil/AboutUs/Biographies.aspx>). Email these to the AFELM NLT 28 Feb 2017, they are used to get to know you prior to arrival. Also, a completed photo/bio will be helpful to you for special boards or command assignments.
	3. In addition, you will need to have a narrative-only PRF upon arrival and an LOE, if appropriate. Project these out, in advance of May/June, to reduce PCS pain.

5. If your plans have changed and you are no longer coming to CGSC, please let us know. AFPC doesn’t pass updated student lists regularly, so your assistance is appreciated! Additionally if you know who you swapped schools or classes with, please pass the name along to us too.

6. Students will only get 2-3 weeks of leave at CGSC, most of which is broken up between Thanksgiving (5 days), Christmas (2 weeks) and Spring Break (1 week). Normal leave during the school year is generally not approved, therefore it is in your best interest to take as much leave as you can during your PCS.

* CGSC student reporting week is 19-23 June 2017.
* SAMS and ASLSP students have an earlier timeline, plan accordingly if this applies.