



ARMY FORCE MANAGEMENT SCHOOL (AFMS)

5500 21st St. Building 247 Suite 1400, Ft. Belvoir, Va. 22060

www.afms1.belvoir.army.mil

Student Checklist Version 1.7

| Student Name | Course Name & Number | Exact Name & Rank Shown on Certificate |
|----------------------------------|----------------------------|--|
| <i>Example: Last, First, MI.</i> | <i>Example: HTARC 1-13</i> | <i>Example: LTC Johnathan A. Doe</i> |

| Courses | Actions | Completed | | |
|---------|--|-----------|---|-----|
| | | Y | N | N/A |
| All | I have received the AFMS Welcome Packet | | | |
| All | I have read the AFMS Welcome Packet and understand all the course prerequisites, advanced assignments and other required documentation | | | |
| All | I have read and understand the AFMS academic integrity requirements | | | |
| All | I have reserved lodging (TDY students only) | | | |
| All | I have completed all the DTS requirements to include constructive worksheets (TDY students only) | | | |
| All | I have a current physical | | | |
| All | I require a waiver to attend the course | | | |
| All | I have a valid Government Issued Credit Card (TDY students only) | | | |
| All | I have a valid CAC card (Common Access Card) | | | |
| All | I have a permanent or temporary medical profile | | | |
| All | I have arranged all transportation needs | | | |

| Courses | Accounts & Requests | Completed | | |
|------------------|--|-----------|---|-----|
| | | Y | N | N/A |
| All | AFMS Blackboard Account Accessed (Information sent approximately 2 weeks prior to course start date) | | | |
| All | Force Management System (FMS) Web Account Request and Tested | | | |
| HTARC | Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) Account request submitted and verified | | | |
| HTARC & FA50Q | Planning, Programming, Budgeting Business Operating System (PPB BOS) Account requested and tested | | | |
| HTARC & SSO | Army Equipping Enterprise System (AE2S) Account Requested and tested | | | |
| SSO | Force Development Investment Information System (FDIIS) Demo Account Request and Tested | | | |
| | I have submitted my AKO User ID (Student Data Card/Application) | | | |
| All (except SSO) | I have completed my JPAS site visit request | | | |

| Courses | Forms | Completed | | | Office Use | | |
|---------------|---|-----------|---|-----|------------|---|---|
| | | Y | N | N/A | Received | Y | N |
| All | Student Data Card | | | | | | |
| HTARC & FA50Q | DA Form 705 - Army Physical Fitness Test Scorecard | | | | | | |
| | DA Form 5500/5501- Body Fat Content Worksheet | | | | | | |
| | DA Form 3349 – Physical Profile | | | | | | |
| | DD Form 2808 – Report of Medical Examination (when appropriate) | | | | | | |
| All | DD Form 1610 – Request and Authorization for TDY Travel for DoD Personnel | | | | | | |
| ARNGFMC | Prerequisite Diagnostic Exam (ARNGFMC Course only) | | | | | | |