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| **Rank/Name:** | **School Attending:** | |
| **Direct E-mail addresses (personal & .mil):** | **Direct Phone Number:** | **Date Arrived on Station:** |
| **Local Address:** |  |  |
| **Member Actions:** | **Date Completed:** | |
| Provide one copy of order |  | |
| Complete IDA Worksheet |  | |
| Call or email to set up initial meeting with the Det 890 Commander (**N/A for JAG**)  (434-924-6833) (tkw9un@virginia.edu) |  | |
| Review Family Care Plan Requirement Slides   * Required for all students * Student will need to sign Family Care Plan Memorandum (copy will be kept on file at Det 890) |  | |
| Meeting with Safety POC (AF Form 55 will need to be signed)   * Review JSTO * Complete Air Force Risk Management Fundamentals (<https://lms-jets.cce.af.mil>); Copy of certificate required * (If applicable) Review Motorcycle Training * (If applicable) High Risk Activity briefing completed with CC (AF Form 4391 required) * Pre-departure Safety Briefing and Initial CC Safety Briefing is required for students under age 26 |  | |
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| File Travel Voucher via e-Finance (<https://efinance.sso.cce.af.mil>) |  | |
| **Cadre Update AFIT Student Tracker** |  | |