ARMY FORCE MANAGEMENT SCHOOL (AFMS)

5500 21st St. Building 247 Suite 1400, Ft.Belvoir, Va. 22060
www.afms1.belvoir.army.mil

Student Checklist Version 1.6

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

Courses	Actions	Completed Y	Completed N	Completed 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	Completed N	Completed 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	☐	☐	☐
	Decision Support Tool Sourcing Module (DST-SM) Account Request and Tested	☐	☐	☐
	I have submitted my AKO ID (Application/Data Card)	☐	☐	☐
All (except SSO)	I have completed my JPAS site visit request	☐	☐	☐

Courses	Forms	Completed Y	Completed N	Completed N/A	Office Use Received Y	Office Use Received N	Office Use Received N/A
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 From 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)	☐	☐	☐			

Submit Form