



AA CoE Student In Processing & General Information

<http://asc.army.mil/web/organization/aacoe/>

• Digital Copies are preferred

- If submitting a digital copy be sure to name it

Last Name, First name, Document type

DO NOT INCLUDE RANK

- I receive hundreds of documents each week, and need to be able to differentiate between them.
- **If they are not correctly labeled they will be returned to the student for editing and resubmission.**
- All Hard Copy documents will be returned to the student.

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When you send any digital file make sure to rename it,

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That's me!!

If there is a chance you will not be able
to access your work email
(which we retrieve from the ATRRS roster)
please email

Michele.e.custer@us.army.mil

and ask to have an alternate email put
into our files.

AA CoE will need a current DD93 and SGLI for all military students.

- SGLI - Servicemembers' Group Life Insurance (SGLI) Program
- DD93 Record of Emergency Data

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RECORD OF EMERGENCY DATA			
PRIVACY ACT STATEMENT			
<small>AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 36 USC 1075, 44 USC 3101, and EO 5397 (SIN). PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the service member's death. It also is a plan to disclose to our members you and dependent's contact, mailing or internet. Also include name and address of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of collecting the SSN is to provide positive identification. All items may not be applicable. ROUTING USES: None. DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</small>			
INSTRUCTIONS TO SERVICE MEMBER <small>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other persons you would like notified if you become a casualty (other family members or forces), and to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil partnership, death, or address change.</small>		INSTRUCTIONS TO CIVILIANS <small>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other persons you would like notified if you become a casualty. Not every item on this form is applicable to you. This form is used by the Department of Defense (DoD) to expedite notification in the case of an emergency or death. It does not have a legal impact on other forms you may have completed with the DoD or your employer.</small>	
IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.			
SECTION 1 - EMERGENCY CONTACT INFORMATION			
1. NAME (Last, First, Middle Initial)		2. SSN	
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DOD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		3b. REPORTING UNIT CODE/STATION	
4a. SPOUSE NAME (if applicable) (Last, First, Middle Initial)		4b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
5. CHILDREN <input type="checkbox"/> ANNUL <input type="checkbox"/> DIVORCED <input type="checkbox"/> DECEASED		6. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
6a. NAME (Last, First, Middle Initial)	6b. RELATIONSHIP	6c. DATE OF BIRTH (YYYYMMDD)	6d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
7a. FATHER NAME (Last, First, Middle Initial)	7b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
7c. MOTHER NAME (Last, First, Middle Initial)	7d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
8a. DO NOT NOTIFY DUE TO ILL HEALTH		8b. NOTIFY INSTEAD	
9a. DESIGNATED PERSON(S) (Military only)		9b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)			

DD FORM 93, JAN 2008 PREVIOUS EDITION IS OBSOLETE. Allow 10 Printlines

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• **Fill the form out COMPLETELY (other than the Bevill Center room number)**

- **This form will be emailed to you before the class start date.**

When you send any digital file make sure to rename it,

**“Last Name, First Name, Document Type”
DO NOT INCLUDE RANK**

AD 1004-H
6/29/2011

Student In-Processing Information			
<small>Instructions: Tab to each shaded area. Type the requested information in the shaded area. If the pre-typed information is incorrect, click once on the shaded data and a drop-down list will appear. Select the correct data entry. Help will appear in the status bar below (at the bottom of your screen). Save the file as: Last Name [space] first letter of first name [space] in-processing.doc</small>			
Course: ABCC 13-501 10/1-10/26			
SSN 999-99-9999	Rank/civilian grade: CPT	DOR (U.S. mil only) 10-12-12	
Name	Doe	John	B.
	Last (surname)	First	Middle initial
Employer or Service affiliation: Active Army		Specialty: 51C	Basic Branch: LG
TDY? Yes	Local address: Bevil Center		Extension
	Room	Phone: CELL, PHONE #	
Sight or hearing problem? No		Being promoted during this course? No	
Office phone number	Commercial 999-999-9999	DSN	
Supervisor's name	LTC Tony Baloney	Office FAX	
Office address (organization to which will be assigned)	101 US Way Anywhere Ky. 45816		
Emergency notification	Name: June Doe	Phone: 999-999-9999	
	Relationship: Wife		
Permanent (home) address	1111 American Way Huntsville AL 35899		
e-mail address (AKO preferred) john.b.doe@us.army.mil			
Remarks			
Post deployment US Soldiers only			
Have you completed the Post Deployment Health Risk Assessment (PDHRA) N/A			
Date Completed: Year N/A month N/A			
Data required by the Privacy Act of 1974			
AUTHORITY: 5 U.S.C. 301			
PRINCIPAL PURPOSES: This information will be used for preparing the class/ident rosters, diploma, and academic report.			
ROUTINE USES: (1) Verifying address for submitting academic reports, (2) emergency notification and contact information, and (3) the SSN is used to identify students having the same name, for posting grades, and submitting academic data.			
PROVIDING INFORMATION IS VOLUNTARY: Not providing complete or accurate information may result in incorrect data being used on the class roster and diploma and failing to receive credit for course completion.			

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Things you may want to bring...

- **Thumb drive**
 - AACoE has scanning capability & thumb drives can be used with your student laptop.
 - We understand our students are sometimes in the process of moving, buying a house, etc. and may need to conduct (limited) business.
- **Printer**
 - There are **NO** printers available for student use.
- **Coffee Cup (With lid)**
- **Water Bottle (With lid)**
- **Calculator (Basic)**
- **Gortex / ECWS or Military Green Fleece**
 - The winter month temperatures are unpredictable in Huntsville.



<http://asc.army.mil/web/organization/aacoe/>

Business Casual Dress Code

Business Casual wear may be needed for Military Personnel during class when doing negotiation exercises or class.

(All Military Personnel will need to bring one set of Business Casual Dress Wear)

Business Casual Dress Wear is the “uniform” for all Civilian Trainee’s

YES

Slacks

Skirts (Ladies Only Please)

Dresses (Ladies Only Please)

Polo Shirts

Dress Shirts

No

Jeans

Cargo Pants

T-Shirts

“Club Wear”

Athletic/Tennis Shoes

We do not have a “Casual Friday” Policy

Business Casual Dress Code

YES

**Appropriate
Business Casual**



NO

Too Casual



<http://asc.army.mil/web/organization/aacoe/>

Break Room & AACoE Amenities

- If you would like to bring a meal you may use the refrigerator and microwave in Room 307.
- We have water, coffee, snack & soda machines.
- We have areas in the break room and lobby where you can relax during breaks.





- **Wireless Internet Access**
 - Net 40 wireless access is available at Madison Hall & the Bevill Center.
- **UAH Fitness Center**
 - Included with stay at the Bevill Center
 - <http://www.universityfitnesscenter.com/>
- **Shuttle Bus**
 - 10 mile radius shuttle service for Bevill Center Guests
- **Laundry Mat Nearby**



<http://asc.army.mil/web/organization/aacoe/>

<http://www.uah.edu/map>

UAHuntsville

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE



*Beville Center

*Madison Hall
Classrooms

*Fitness Center

*Starbucks &
Charger Café

*Chic -Fil- A
Papa John's
Sub Shop



Madison Hall 3rd Floor
301 Sparkman Dr
Huntsville AL 35899



Welcome to AACoE

We take pride in our facility and ask that you do as well. Please help us to keep our area tidy. Because we have classes in session we ask that you respect our “Quiet on the carpet” rule.

(My office is 326 if you need assistance)



- **Bevill Center Guests**

- PLEASE make use of the shuttle bus.
- We share our parking area with UAH students. Finding a parking space can be, normally is, hard to find, and this is not a valid excuse for being late to class.



- **Local students, Civilian Students,**

- & Bevill Center Guests**

- You will be issued a parking pass.
- You must place the pass in the driver's side window.
- You may not use visitor parking spaces.
- At lunch we urge you to make use of the Bevill Center shuttle bus, and excellent dining facility. This will cancel the need to hunt for a parking space upon your return.



Parking Tickets are \$50.00 each.

Tickets must be handled by students.

AACoE Does Not cover parking tickets.



From Huntsville International Airport to the Tom Bevell Center on the UAH Campus

Merge onto US-72 ALT E/I-565 E toward Huntsville	7.6 mi.
Take the Madison Pike exit 15 toward Sparkman Dr./Bob Wallace Ave.	0.2 mi.
Turn left onto Sparkman Dr. / Bob Wallace Ave. SW.	1.2 mi.
Continue to follow Sparkman Dr. NW	
Turn right at 550 Sparkman Dr. NW, Huntsville, AL 35816-3416 (Tom Bevell Conference Center and Hotel)	

-If you are arriving by plane and will need shuttle service to the hotel you will need to call the front desk at 256-721-9428.

-Once you arrive the shuttle will pick you up outside of baggage claim.

-There may be a slight wait upon arrival depending on the time of day.

-If you arrive after 11pm and before 6am you will need to call a cab for transportation. (You will be responsible for their cab fee as that is outside the normal operating hours for shuttle service)



Bevill Center

256-721-9428

FOR MTSS FUNDED STUDENTS



Reservations

- ACoE will give a class list to the Bevill Center Approximately one month out from the class start date. (If you call before that time they may not have information about you yet)
- Once you receive your welcome letter please call the front desk and tell them
 - Name
 - Address
 - Phone number
 - Email address
 - Credit Card Number (Required of all guests making a reservation. It is also required upon check in to cover incidentals charged to the room.)
 - Dates of stay
 - Classes they are attending (that is how reservations are blocked off)
 - Preferred room type requested (single, double, king)

Bevill Center

And MTSS

- MTSS Funding allows students to check in no earlier than their report date.
- If you are traveling from overseas you are allowed to check in the day prior to your report date. (You must have orders covering this time period, and will need to tell us, and the Bevill Center, that you will be arriving early.)
- Anything outside of this timeframe will come out of your pocket . (even if you have orders allowing the time) You will claim it when you do your travel voucher.

Bevill Center Rooms



Bevill Center Rooms

Each room is equipped with

- Desk
- Mini refrigerator
- Microwave
- Flat screen TV
- Alarm clock
- Iron & ironing board



-If you wish to connect your computer to the TV in your room be sure to bring an HD cable with you.

Bevill Center

Dining Facilities



Bevill Center Guests

**You will receive a welcome packet upon
check in that has your,**

- Meal card**
- Parking pass**
- Fitness center membership card**

We hope that this will cover any questions or concerns you may have during your stay with us.

If we have left something out please

Call 256-824-4548

or

Email michele.e.custer@us.army.mil

**Please save this document, and bring it with you,
so that you may reference it as needed.**

We look forward to seeing you in the near future!