

# Prop and Wings Officer Training Checklist



Rank  PWO Name

Rank  LOD Name

The Liaison Officer Director (LOD) verifies that all training is complete and maintains a copy of this checklist in the member's personnel file. The LOD will provide an area specific PWO member number for tracking purposes. The recommended completion date for all PWO checklist items should be within **6 months** of entering the program.

## Part A: Introduction

### Requirement

### Date Completed

Meet with LOD:

Complete PWO Statement of Understanding

PWO duties/responsibilities/expectations

- Discuss responsibilities outlined in the PWO Handbook
- Discuss the ALO program and clearly delineate roles (ALO vs. PWO)
- Discuss USAFA Admissions policies & standards
  - Review ALOWeb (reference tool)
  - ALO Handbook (reference tool)
  - AFI 36-2017 (Admissions Liaison Officer Program)
  - Organizational Chart (USAFA)
  - Organizational Chart (area specific)

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## Part B: Familiarization

### Requirement

### Date Completed

Meet with Unit training officer. The training officer will assign an ALO mentor and will discuss the remaining checklist items.

Self Study -- in priority order:

- PWO Handbook
- PWO PowerPoint Briefing
- USAFA Admissions Web site
- AFROTC Web Site
- Certification Test (95% or above)

### Part C: Field Training with ALO Mentor

**Requirement**

**Date Completed**

Discuss and conduct/attend the following (as required):

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> High School Visit  | <input type="text"/> |
| <input type="checkbox"/> Grass Roots Event  | <input type="text"/> |
| <input type="checkbox"/> Speak with an AFA Cadet for Perspective                  | <input type="text"/> |
| <input type="checkbox"/> Observe an appointment presentation                      | <input type="text"/> |
| <input type="checkbox"/> Conduct an appointment presentation (must observe first) | <input type="text"/> |
| <input type="checkbox"/> Area Meeting   | <input type="text"/> |
| <input type="checkbox"/> ALO Mentoring Session                                    | <input type="text"/> |
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### Part D: Certification

I certify completion of the above training requirements.

PWO Signature \_\_\_\_\_ Date

I certify the above member has completed the requirements for PWO training.

LOD Signature \_\_\_\_\_ Date

*Official documentation will be sent to USAFA Admissions before credentials are issued. Scan and e-mail the Statement of Understanding, PWO Application Checklist, and PWO Training Program Checklist to [USAFA/RREA \(Admin\)](#).*