BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2302

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Personnel

PROFESSIONAL DEVELOPMENT
(ADVANCED ACADEMIC DEGREES AND
PROFESSIONAL CONTINUING EDUCATION)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/DPDEE (Mr. Ron Riggi),
       HQ USAF/DPDEE
       (Lt Col Samuel Walker)
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Certified by: HQ USAF/DPDE
(Col Patrick C. Keating)

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This instruction implements AFPD 36-23, *Military Education*, 27 September 1993, DoDD 1322.10, *Policies on Graduate Education for Military Officers*, 31 August 1990, DoDD 5200.35, *National Security Education Program*, 13 January 1993, DoDD 1322.6, *Fellowships, Scholarships, and Grants for Members of the Armed Forces, 4 August 1981*. It details requirements and responsibilities for identifying, approving, and managing graduate-level and professional continuing education requirements. Major Commands (MAJCOM) may supplement this instruction. All supplements must be sent to the Chief, Education Division (HQ USAF/DPDE, 1040 Air Force Pentagon, Washington, DC 20330-1770) for approval. If approved, MAJCOMs are responsible for sending information copies of their supplement to HQ USAF/ DPDE, AFIT/RR, AU/RR and AFPC/DPAP.

Supplements must also be posted on the the Air Force Publications Web page. The Paperwork Reduction Act of 1974, as amended, in 1996 afects this publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Chapter 1

OFFICER ADVANCED ACADEMIC DEGREE SYSTEM (AADS)

1.1. Objective. Graduate Education programs are designed to manage limited resources and support National, Military, and Air Force strategic objectives in an increasingly complex international environment with rapidly changing science and technology. Graduate education requirements are identified as specific positions for which an Advanced Academic Degree (AAD) is necessary to accomplish the job and meet the overall Air Force mission. It applies to all Air Force active duty line officer positions in the grade of lieutenant colonel and below. It does not apply to US Air Force Reserve and Air National Guard members.

1.2. Concept.

1.2.1. An advanced academic degree position is a manpower authorization which prescribes a degree level and also an academic specialty. AAD positions are the basis of the AF funded graduate education program. A position validated as requiring an AAD means the incumbent cannot optimally perform the job without the specific advanced degree. The basis for Air Force AAD-funded quota requirements are projected vacancies due to personnel rotations or new degree requirements. If the Air Force cannot fill the mission critical positions with the current officer inventory, then a limited number of officers will receive graduate education through AFIT. Whenever possible, officers selected to complete graduate education will complete this education in-residence at AFIT (exceptions must be approved by USAF/DPDE). Graduates of the funded graduate education program will normally serve in an AAD position immediately following graduation, but must serve in an AAD position no later than the second tour following completion of the funded education.

1.2.2. GEMS identifies, approves, and manages AAD funded quota requirements to ensure the Air Force educates to valid requirements. The AAD Task List in **Attachment 2** outlines the specific process to be followed to: validate AAD position requirements; request and approve quota allocations; assign officers to AFIT; and, upon graduation, manage graduates in their follow-on AAD tour.

1.2.3. Officers in the rank of lieutenant colonel and above will not normally be considered for newly established degrees requirements.

1.3. Responsibilities.

1.3.1. HQ USAF/DPD:

1.3.1.1. Establishes policies for identifying and validating AAD funded quota requirements.

1.3.1.2. Serves as chair of the Executive Air Force Education Requirements Board (AFERB).

1.3.2. HQ USAF/DPDE:

1.3.2.1. Develops and manages the overall graduate education program and provides guidance for the application of AADS at all levels across the Air Force to ensure the Air Force educates to valid requirements.

1.3.2.2. Ensures all levels identify requirements and addresses them in the proper budget and programming documents.

1.3.2.3. Serves as vice chair of the Executive AFERB.

1.3.2.4. Serves as chair of the AFERB Working Group.

1.3.3. HQ USAF/XPM:

1.3.3.1. Verifies AAD position coding completed annually.

1.3.4. Air Force Academic Specialty Monitors (ASMs):

1.3.4.1. ASMs are the key to the success of the AAD Program. A list of current ASMs is available from HQ AETC/EDCR or USAF/DPDEE.

1.3.4.2. Represent the Air Force-wide functional perspective for degree requirements. ASMs will generally be at the Air Staff, but MAJCOM or FOA representatives may also serve as ASMs if there is sufficient justification. They are the POC for organizational and unit functional managers seeking AAD information.

1.3.4.3. Provide special guidance as necessary to AF/DPDE for inclusion in the annual data call to the field.

1.3.4.4. Review, certify and prioritize current listing of relevant AAD billets furnished by AF/ DPDE. Actively coordinate with AFPC on fills to ensure timely execution of allocated manyears. Notify AF/DPDE if reallocation of unused manyears is necessary.

1.3.4.5. Review and coordinate on annual AAD quota requirements with AF/DPDE (and AF/ XPM for "new AAD quota requirements"). Actively participate in annual validation of AAD positions. Maintain liaison with AFPC assignment teams.

1.3.4.6. Defend AAD quota requirements for their particular degree specialties at AFERB Working Group.

1.3.4.7. Track execution of quotas/man-years.

1.3.5. HQ AFPC:

1.3.5.1. Selects personnel to attend AFIT programs.

1.3.5.2. Ensures graduates are assigned to valid AAD positions the first tour following graduation, but if not, no later than the second tour.

1.3.5.3. Assigns funded graduates to valid AAD positions in as many subsequent tours as Air Force requirements and officer's professional and career development permit.

1.3.5.4. Produces products for AF/DPDE and ASMs in support of the annual data call.

1.3.5.5. Initial focal point for all AAD waiver requests. Approval authority is AFPC/CC or USAF/DP.

1.3.6. Executive AFERB:

1.3.6.1. Permanent membership consists of: HQ USAF/DPD; HQ USAF/XPM; HQ USAF/ DPDE; SAF/IA; a representative from each HQ USAF Deputy Chief of Staff; Office of the Chief of Chaplain Service (HQ USAF/HC); Air Force Secretariat Offices, Acquisition, Financial Management, and Inspector General, Public Affairs; Air Force Office of Security Forces (HQ USAF/ XOS); Office of the Judge Advocate General (HQ USAF/JA); Director of Assignments, HQ AFPC; Director of Personnel, US Air Force Academy; AU Chief Academic Officer, HQ AETC/ EDC; AU Plans and Programs Directorate, HQ AETC/EDX; Director, Human Resources, HQ

AFRL/HR; and AFIT/CC. The board may request ad hoc membership from any Air Force activity when considering education issues of special importance to that activity.

1.3.6.2. Forum for providing guidance and oversight for AADS program.

1.3.6.3. Approves all graduate education quota requirements above available funding level and prioritizes all graduate education quota requirements below available funding level to serve as an alternate list and as a POM disconnect to the AF corporate structure. Priorities and category classifications set are not to be realigned without Executive AFERB approval, except in emergency situations.

1.3.7. AFERB Working Group:

1.3.7.1. Permanent membership consists of: HQ USAF/DPDE; HQ USAF/XPMR; ASMs; HQ AETC/EDXR and EDC; HQ AFPC/DPAP; and AFIT/RRE. The AFERB Working Group may request ad hoc membership from any Air Force activity when considering education issues of special importance to that activity.

1.3.7.2. Reviews input from MAJCOM/CVs and ASMs, recommends AAD requirements for funding against available manyears, and prioritizes unfunded graduate education requirements.

1.3.8. HQ AETC/EDCR:

1.3.8.1. Works closely with HQ USAF/DPD/XPM and ASMs in administering the AAD program.

1.3.8.2. Prepares the AAD quota documents from data provided by ASMs.

1.3.8.3. Ensures adequate material, manpower, and fiscal support required by AFIT to support the AAD program.

1.3.8.4. Ensures sufficient resources are programmed for implementing the AAD program.

1.3.8.5. Manages the implementation of degree programs through AFIT.

1.3.8.6. Maintains and provides a current listing of ASMs, MAJCOM and FOA representatives.

1.3.9. MAJCOM Responsibilities:

1.3.9.1. MAJCOM/CV reviews, certifies and prioritizes the command's AAD requirements as identified by the subordinate wings. Manages the command AAD requirements process and approves the designation of AAD positions and prioritization of AAD requirements.

1.3.9.2. MAJCOM/DP forwards approved and prioritized functional AAD requirements (in writing and electronic versions) to HQ USAF/DPDE and ASM.

1.3.10. Wing Responsibilities:

1.3.10.1. Wing commanders certify, prioritize and forward position codings and fresh degree requirements to MAJCOMs, as determined by consolidation of unit inputs.

1.3.11. Unit Responsibilities:

1.3.11.1. Commanders and supervisors will identify and prioritize AAD requirements to ensure education requirements support the Air Force mission according to guidance provided by AF or FOA or MAJCOM functionals.

1.3.11.2. Supervisors annually survey all of their line officer Unit Manpower Document (UMD) authorizations in the grade of lieutenant colonel and below to determine AAD position coding and annual graduate education quota requirements. Identified requirements will be annotated on an AF Form 1779 (**Attachment 7**) and forwarded through channels.

1.4. Waiver Requests. All AAD waiver requests will be forwarded through the chain to AFPC/DPA. Waivers can be disapproved at any level; however, they will only be approved by the AFPC/DPA or AF/DP, as defined in the waiver process. Approval may be delegated to AFPC/DPA. Requestors will provide the ASM and USAF/DPDEE a copy of the approved waiver request. The ASMs will maintain a record of all requests and outcomes. See **Attachment 3** for the waiver request format.

1.5. Health Professionals

1.5.1. The Air Force Medical Service (AFMS) is not considered as part of the AAD program, as they receive separate funding for their education and training activities. The Surgeon General, USAF, convenes an annual board called the Integrated Forecast Board (IFB) in the spring of each year. The IFB serves functions similar to the AFERB but for the AFMS. The IFB reviews requests for training, prioritizes these requests, and then allocates available training manyears among the five health professional corps in accordance with the established priority. The IFB reviews requests for AAD, Graduate Medical Education (GME, ie., clinical residencies and fellowships), Graduate Dental Education (GDE, ie., clinical residencies and fellowships), Education With Industry, and fellowships at the Air Staff, MAJCOM. After the IFB concludes its annual meeting, the five health professional corps convene a selection board to select officers for the education and training programs approved by the IFB.

1.5.2. Prior to the IFB, the AFMS conducts an annual review and validation of all billets coded as AAD. The Surgeon General's Specialty Consultants serve as Career Field Managers and perform the annual review of AAD coded positions. Consultants forward their proposed requirements to HQ USAF/SGW. A board consisting of the Directors of the Health Professional Corps, serving as Academic Specialty Monitors, reviews and validates requirements for AAD coding. HQ USAF/SGW forwards approved requests for AAD coding directly to MAJCOMs for processing.

Chapter 2

PROFESSIONAL CONTINUING EDUCATION (PCE) - OFFICER, ENLISTED AND CIVILIAN

2.1. Objective. The Air Force designed its PCE program to meet requirements for specialized knowledge needed to improve the performance of personnel in their present duties or to prepare them to assume greater responsibilities in both the active duty force as well as the Air Reserve Component.

2.2. Concept. To provide short course (less than 20 weeks) instruction in a broad range of essential educational programs to meet specific skills and functional competencies required in designated career fields. PCE provides students with the opportunity to think critically, plan strategically, and gives students the ability to apply those skills and knowledge to undefined future programs and challenges.

2.3. Responsibilities.

2.3.1. HQ USAF/DPD:

2.3.1.1. Establish policies for identifying and validating PCE requirements.

2.3.1.2. Signs annual PCE Program Guidance Letter (PGL).

2.3.1.3. Serves as chair of the Executive AFERB.

2.3.2. HQ USAF/DPDE:

2.3.2.1. Develops and manages the overall PCE program and provides guidance at all levels across the Air Force to ensure the Air Force educates to valid requirements.

2.3.2.2. Ensures all levels identify requirements and address them in the proper budget and programming documents.

2.3.2.3. Serves as vice chair of the Executive AFERB.

2.3.2.4. Serves as chair of the AFERB Working Group.

2.3.2.5. Establishes and maintains a line of communication with HQ AETC/EDCR to ensure coordination and final approval for new PCE courses.

2.3.3. Air Force ASMs:

2.3.3.1. ASMs (or PCE Points of Contact (POC)) are the key to the success of the PCE Program. A list of current ASMs (to include PCE POCs when not the same) is available from HQ AETC/ EDCFR or USAF/DPDE.

2.3.3.2. The ASMs represent the Air Force-wide functional perspective for PCE requirements. ASMs will generally be at the Air Staff, but MAJCOM or FOA representatives may also serve as ASMs if there is sufficient justification. They are the POC between user organizations and the functional managers seeking information about PCE requirements.

2.3.3.3. Provide special guidance as necessary to be included in the annual PCE PGL.

2.3.3.4. Provide guidance and criteria to assist MAJCOMs in identifying PCE requirements during the annual quota call process.

2.3.3.5. Review and coordinate PCE quota requirements with MAJCOMs.

2.3.3.6. Defend all PCE quota requirements for their particular specialties at the AFERB Working Group.

2.3.3.7. Coordinate with HQ AETC/EDCFR/EDXP on development, conduct, curriculum, and administration of new or modified programs to meet Air Force requirements.

2.3.4. MAJCOMs. MAJCOM functional managers should involve their base-level units in identifying, validating, and prioritizing PCE requirements. They identify the total executable requirements for training conducted at AETC resident centers, schools, or by other services with quotas managed by Air University. Executable is defined as the number of quotas that can be used (number of personnel that require the training and can be released) in a fiscal year regardless of funding type, e.g., AETC/AU or MAJCOM/unit.

MAJCOM functional managers consolidate all training requirements and forward to their MAJCOM/DPs for final assessment. The assessment will include a summary, listing the total number of requirements prioritized by levels 1, 2, and 3, as well as by categories 1-7 (detailed instructions are contained in the annual data call).

Levels by definition are:

Level 1 - Mission Accomplishment. Accomplishment of the AF mission objective will not occur if the training requirement is not satisfied. As the most urgent level, these requirements take priority over all other MAJCOM training requirements. In using this rating, Commanders are saying the training is critical for accomplishing the day to day mission and, if AF funds cannot support the need, then unit funds will be used because the training is essential.

Level 2 - Mission Sustainment. Training required to maintain the AF's readiness posture. This training is needed to minimize the erosion factor.

Level 3 - Mission Enhancement. Training that fosters the effective use of resources to improve AF's mission capability.

Level 1 training requirements must be accompanied by mission impact statements and certified by the commander (as designated by the MAJCOM but no lower than unit level

Within level 1, 2, or 3, rankings by category are provided:

Category: appropriate category number is selected from the following list:

 1-Required by law

 2-Required for person to fill position

 3-Required for a certification used by the AF

 4-Memorandum of Agreement (MOA) establishing AF as only DoD teacher of class

 5-Enhances duty performance, etc.

2.3.5. Executive AFERB:

2.3.5.1. Permanent membership consist of: HQ USAF/DPD; AF/DPDE; SAF/IA; a representative from each HQ USAF Deputy Chief of Staff; Office of the Chief of the Chaplain Service HQ USAF/HC), Air Force Secretariat Offices of Acquisition, Financial Management, Inspector General, and Public Affairs; Air Force Office of Security Forces; Office of the Judge Advocate General (HQ USAF/JA); Director of Assignments, HQ AFPC; Director of Personnel, USAFA;AU

Chief Academic Officer, HQ AETC/EDC; AU Plans and Programs Directorate, HQ AETC/ED; AFIT/CC; and Director, Human Resources, HQ AFRL/HR. The board may request ad hoc membership from any Air Force activity when considering education issues of special importance to that activity.

2.3.5.2. Forum for providing guidance and oversight for PCE program.

2.3.5.3. Approves all PCE quota requirements above available funding level and prioritizes all PCE quota requirements below available funding level to serve alternate list and POM disconnect to corporate structure.

2.3.6. AFERB Working Group:

2.3.6.1. Permanent membership consists of: HQ USAF/DPDE, HQ USAF/XPMR, Air Force ASMs, HQ AETC/EDX and EDC, HQ AFPC/DPAP, and AFIT/RPX. The AFERB Working Group may request ad hoc membership from any Air Force activity when considering education issues of special importance to that activity.

2.3.6.2. Reviews input from MAJCOMs and ASMs, recommends requirements for funding against available funding, and prioritizes unfunded PCE quota requirements.

2.3.7. HQ AETC/EDCR:

2.3.7.1. Works closely with HQ USAF and ASMs in administering the PCE program.

2.3.7.2. Prepares the PCE quota documents from data provided by ASMs or PCE POCs.

2.3.7.3. Ensures adequate material, manpower, and fiscal support required by AU to support the PCE program.

2.3.7.4. Ensures sufficient resources are programmed for implementing the PCE program.

2.3.7.5. Manages resources to ensure maximum flexibility in meeting essential Air Force educational needs.

2.3.7.6. Coordinates with HQ USAF/DPDE, Air Staff ASMs, and all AU PCE schools to develop, conduct, and administer new or modified programs authorized to meet Air Force and DoD educational requirements.

2.3.7.7. Recommends approval/disapproval of new PCE courses to AF/DPDE.

2.3.7.8. Executes recommended Education and Training Course Announcement (ETCA) changes.

2.3.7.9. Develops admission standards for AU courses according to policies and criteria established by HQ USAF.

2.3.7.10. Evaluates curricula.

2.3.8. MAJCOM Responsibilities:

2.3.8.1. Ensures all requests for new courses to be conducted by AU are channeled through the MAJCOM headquarters OPR prior to sending the request (AF Form 19, Request To Establish a New Professional Continuing Education Course) to AETC/EDCR with an info copy being sent to the appropriate ASM.

2.3.8.2. Reviews, approves, and prioritizes the command's PCE requirements in response to the PCE PGL.

Chapter 3

FELLOWSHIPS, SCHOLARSHIPS, AND GRANTS

3.1. Objective. Provides an avenue by which Air Force personnel may accept a fellowship, scholarship, or grant from an eligible donor when acceptance also includes sponsorship by AFIT. This applies to all Regular and Reserve officers, and Air Force Academy and Reserve Officer Training Corps (ROTC) cadets who want to accept non-government-sponsored fellowships, scholarships, or grants.

3.2. Concept. Provide financial assistance to eligible applicants.

3.3. Eligibility.

3.3.1. US Air Force Regular or career Reserve officers on extended active duty (EAD), and Air Force Academy cadets, Air Force ROTC cadets, Airman Education and Commissioning Program (AECP) candidates and Officer Trainees in Officer Training School (OTS) may apply for permission through AFIT to accept a fellowship, scholarship, or grant by an eligible donor (i.e., civilian universities) under this regulation if the following conditions are met:

3.3.1.1. The recipient of the award is a winner of a competition in which the member was authorized to compete, if the purpose of the fellowship, scholarship, or grant is education or training. (When the purpose of the award is to recognize outstanding performance or to permit work on a project of value to the United States, this requirement does not apply.)

3.3.1.2. The education or training to be received or the research to be performed by the applicant:

3.3.1.2.1. Qualifies the applicant to satisfy a requirement or potential requirement of the Air Force.

3.3.1.2.2. Contributes to the applicant's recognized potential for career service.

3.3.1.2.3. Contributes to a project of value to the United States.

3.3.1.3. The applicant agrees in writing to serve on active duty after completing the education, training, or research for the period specified in AFI 36-2107, Active Duty Service Commitments (ADSC).

3.3.1.4. The applicant meets military and scholastic eligibility and assignment availability prerequisites for admission to AFIT (see ETCA).

3.3.2. An enlisted person desiring to compete for/accept a fellowship, scholarship, or grant may apply according to the provisions of this instruction. Operation Bootstrap temporary duty application should be made according to AFI 36-2306 (The *Education Services Program*).

3.3.3. A medical service officer desiring a post-graduate fellowship should apply as outlined in the ETCA.

3.4. General Information.

3.4.1. An individual enrolled in a program under this regulation must be engaged in full-time study or research. When other duties are involved, such as teaching or tasks associated with an assistantship,

the applicant must provide proof that these duties are required of all candidates for the same degree or of all members of the same research project.

3.4.2. An applicant on EAD at the time the program starts may not accept a fellowship, scholarship, or grant awarded on the basis of financial need.

3.4.3. The total period of AFIT education plus time spent in a fellowship, scholarship, or grant program under this regulation must not exceed 54 consecutive months with an approved extension.

3.4.4. According to DODI 1322.10, there are limits to the benefits that may be accepted under a fellowship, scholarship, or grant. If the total value of the benefits (in cash or in kind) exceeds the cost of attending the same school at government expense, the individual may not accept the excess. Also, if such a benefit is for travel, subsistence, housing, or similar expenses, the individual may not accept reimbursement from the Air Force for the same expense.

3.4.5. Permission to accept a fellowship, scholarship, or grant is usually not given unless:

3.4.5.1. The monetary grants associated with the award cover the cost of tuition and related fees.

3.4.5.2. The recipient of an award certifies that an amount that is more than the cost of sending the officer to the same school at government expense will not be accepted.

3.4.5.3. The period of education, training, or research is ordinarily 2 years or less for masters programs and three years for PhD programs.

3.5. Responsibilities.

3.5.1. HQ USAF/DPDE determines the eligibility of the donor, and whether the education, training, or research constitutes a contribution to a project of value to the United States or qualifies the applicant to satisfy a requirement or potential requirement of the Air Force.

3.5.2. The HQ AFPC AFIT Selection Board determines, in advance, eligibility, availability, and suitability of the applicant for the program requested except for USAF Academy cadets.

3.5.3. HQ AFPC/DPAP coordinates applications with HQ USAF/DPDE to ensure the provisions of donor eligibility and quota numbers are met.

3.5.4. The AFIT Selection Board makes the final determination on each case. HQ AFPC/DPAP assigns the projected Air Force Specialty Code (AFSC) and enters the assignment into the personnel data system.

3.5.4.1. HQ AETC/ED (through AFIT):

3.5.4.1.1. Advises HQ AFPC/DPAP on: the accreditation, quality of the institution, and program in which the recipient is to be enrolled; the financial sufficiency of the fellowship, scholarship, or grant; whether the program length is reasonable; and whether the fellowship, scholarship, or grant covers the full period of study required to complete the program.

3.5.4.1.2. Determines academic eligibility and suitability of applicant for fellowship, scholarships, and grants and advises HQ AFPC/DPAP of findings.

3.5.5. HQ US Air Force Academy:

3.5.5.1. HQ USAFA/DFSAA determines eligibility, availability, and suitability of USAF Academy cadets for the program requested.

3.5.5.2. HQ USAFA/DPYC notifies HQ AFPC/DPM of graduating cadets who are eligible for undergraduate flying training (those whose projected AFSC is 92TX).

3.5.6. Applicants will send requests to compete for fellowships, scholarships, or grants to AFIT/ CIGG, 2950 P Street, Wright-Patterson AFB OH 45433-7765 using the application at **Attachment 4**.

3.5.7. Upon notification of award selection, applicants will send an application for acceptance (**Attachment 5**) and a financial statement (**Attachment 6**) to AFIT/CIGG, 2950 P Street, Wright-Patterson AFB, OH 45433-7765.

DONALD L. PETERSON,   Lt General, USAF
Deputy Chief of Staff, Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AAD—Advanced Academic Degree

AADS —Advanced Academic Degree System

ADSC—Active Duty Service Commitment

AETC—Air Education Training Command

AF—Air Force

AFAS —Air Force Assignment System

AFCAT—Air Force Catalog

AFERB—Air Force Education Requirements Board

AFI—Air Force Instruction

AFIT —Air Force Institute of Technology

AFMC —Air Force Materiel Command

AFMS —Air Force Medical Service

AFPC—Air Force Personnel Center

AFPD —Air Force Policy Directive

AFSC —Air Force Specialty Code

ASC —Academic Specialty Code

ASM —Academic Specialty Monitor

AU —Air University

CC —Commander

CF—Chief Academic Officer

CFR—Registrar

CIS —Special Programs Division

DoD —Department of Defense

DoDD—Department of Defense Directive

DP —Director of Personnel

DPD —Director for Personnel Force Development

DPDE —Chief, Education Division, Directorate of Personnel Force Development

DRU—Direct Reporting Unit

EAD —Extended Active Duty

EDR—Resources Division

EDXP—Plans and Operations Division

EO —Executive Order

FOA—Field Operating Agency

GME—Graduate Medical Education

GDE—Graduate Dental Education

HQ —Headquarters

IFB—Intergrated Forecast Board

MAJCOM —Major Command

OPR —Office of Primary Responsibilities

PCE —Professional Continuing Education

PGL—Program Guidance Letter

POC —Point of Contact

ROTC —Reserve Officer Training Corps

RP —Director of Resources

RRA —Record and System Management Division

UMD —Unit Manpower Document

USAF —United States Air Force

USAFA —United States Air Force Academy

USC —United States Code

XPM—Manpower Requirements

Terms

ASC—An Academic Specialty Code is a four character code which defines the academic field of study required for a particular position. The first character in the code denotes the general area of study (engineering, physical science, social science, etc.). The second character denotes the major academic field. The other characters represent specialties and subspecialties. For further guidance concerning academic specialty codes for graduate degree programs specific to AFIT, contact AFIT/RRA.

ASMs—Academic Specialty Monitors are primarily functional managers for the Air Force who use a particular type of degree. Monitors will generally be at Air Staff, but MAJCOM or FOA representatives may also serve as ASMs if there is sufficient justification. The monitors represent the Air Force-wide functional perspective for degree requirements. They can also act as the POC between organizations and the functional managers seeking information about degree requirements. ASMs also those POCs representing PCE. Air Staff, MAJCOM or FOA representatives may also serve as PCE POCs. However, PCE POCs may be separate individuals from those concerned with advanced academic degrees.

AAD—An advanced academic degree is a graduate (masters or doctorate) degree required for an individual to fully carry out duties and responsibilities associated with the performance of a particular job and is aligned with Air Force mission needs.

GEMS—The Graduate Education Management System is the billet requirement based system managed by HQ USAF/DPDE.

Attachment 2

ACADEMIC DEGREES AND QUOTAS REVIEW PROCESS

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
1	Memo to AFPC/CC for AAD inventory list and position data (first week in April)	X																			
2	Forward useable inventory & data to AF/DPDE (second week in Apr)				X																
3	Send out program guidance letter & quota call (third week in April April)	X			X																
4	Includes functional guidance and list of ASM and AFPC action officers	X			X																
5	Review inventory & data with appropriate assignment teams									X											
6	Coordinate with user organizations & functionals									X											
7	Publish joint memo to Wing/CCs calling for AAD review and quota call; provide Copy to MAJCOM functionals (first week in June)														X	X					
8	Provide attachment to memo: list of current AAD positions, current fill info by Position, define what ASCs & AAD positions mean, quota info (history)														X	X					
9	Task Wing Staff to review AAD positions and submit requests for potential Graduate education quotas																	X			
10	Task Unit/CCs to review AAD positions and submit requests for potential Graduate education quotas																		X		

Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
11 Identify and validate AAD positions, potential graduate education quotas																			X	
12 Complete and forward applicable AF Form 1779s																				X
13 Prioritize potential graduate education quota requests																			X	
14 Submit AF Form 1779s to Wing staff for review																			X	
15 Is package accurate and complete?																		X		
15a No. Return to Unit CC																		X		
15b Yes. Consolidate AF Form 1779's and prioritize quota requests																		X		
16 Forward submission to Wing CC (mid July)																		X		
17 Review and certify positions and quota requests																	X			
18 Are positions and requests certified?																	X			
18a No. Return to Wing staff for re-review																	X			
18b Yes. Forward submission to MAJCOM/XP (mid July)																	X			
19 Certify positions															X					
20 Review for organization actions															X					
21 Review AF Form 1779s															X					
22 Forward to MAJCOM/DP															X					
23 Reconcile current quotas														X						
24 Review for multiple positioning (quota request phase for new starts)														X						
25 Review rank requirements (quota request phase for new starts)														X						
26 Review for AFSC/ASC/academic level match														X						

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
27	Forward to MAJCOM functionals for review														X						
28	Review AF Form 1779s																X				
29	Apply Air Staff functional guidance																X				
30	Compare unit mission with submitted quota requests																X				
31	Concur/nonconcur/modify installation requests																X				
32	Prioritize functional requirements																X				
33	Forward final quota request list and AF Form 1779s to MAJCOM/DP																X				
34	Prioritize MAJCOM total requirements														X	X	X				
35	Prepare package for CV approval to include mission certification Letter, prioritized quotas request list and all AF Form 1779s.														X	X					
36	CV approves package?													X							
36a	No: Return to MAJCOM/XP/DP for corrective actions													X							
36b	Yes: Return to MAJCOM/DP for distribution													X							
37	Update unit authorization file (second week in July)															X					
38	Forward approved AF Form 1779s and new starts list to ASMs														X						
39	Forward new starts only list to HQ AF/ DPDE (first week in July)														X						
40	Forward new starts only list to AETC/ EDCFR, AFPC/DPAPE, and AFIT/RRE/ RPX (first week in July)	X																			

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
41	Validate ASCs and resolve any discrepancies							X													
42	Build grad ed quota strawman document based on new start list validated and coordinated by ASMs (last week in July)								X												
43	Sends strawman to DPDE for release in the AFERB agenda letter (first week in Aug)								X												
44	Send letter with dates of AFERB Working Group, agenda, ASM instructions, strawman, Man-years available and grad ed funding baseline to ASMs (first week in Aug)		X																		
45	Consolidate and review new start list and AF Form 1779s (prepare for AFERB)									X											
46	Update Strawman Quota document									X											
47	Generate computer product sorted by ASC for "ASC not blank" and forward to ASM (first week in Aug)				X																
48	Comply with ASM Training Guide									X											
49	Consolidate MAJCOM quota requests into overall ASC prioritized list									X											
50	Reconcile against available inventory									X											
51	Validate against manpower file and resolve discrepancies									X											
52	Prioritize new start quotas considering AF mission, MAJCOM prioritization list, unit Justification, grade, previous quotas, etc									X											
53	Provide ASC-scrubbed data to AETC/EDCFR for final strawman quota document (last week in Aug)									X											

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
54	Prepare to defend request for quotas/man-years									X											
55	Provide strawman including ASC scrubbed data to AF/DPDE and ASMs (first week of Sep)							X													
56	Host and conduct AFERB Working Group (second week in Sept)	X																			
56a	Optional ASM AFERB for quota justification briefing									X											
56b	Review special programs										X										
56c	Review regular programs										X										
56d	Review available student man-years, quota document										X										
56e	Identify AF mission-critical degrees and prioritize unfunded quota requirements										X										
56f	Develop quota document for the AFERB								X												
57	Brief Executive AFERB Working Group recommendations to AFERB	X																			
58	Review recommendations of AFERB Working Group											X									
59	Resolve issues identified by AFERB Working Group											X									
60	Bring other relevant issues to the table											X									
61	Approve quota document and support quota decrements											X									
62	Provide minutes of AFERB Working Group and Executive AFERB to AF/DPD/ DP & AFERB (end of Sept). Minutes used to justified POM request.	X																			
63	Staff open action items/issues for resolution	X																			

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
64 65	Forward disconnect (disapproved quota requests) to AF/DPRR Defend disconnect (disapproved quota requests) at Personnel and Training Panel		X																		
66	Functional review of disconnect (unfunded quotas) and AFIT CI O&M disconnect												X								
67	Submit to AF/DPPR Personnel & Training for consideration in AF Board funding process												X								
68	AF Board Structure - Funding approved?												X								
68a	No. Consider unfilled quotas for out of cycle submission												X								
68b	Yes. Advises AF/DPDE of funding status												X								
69	Advise MAJCOMs, ASMs, AFPC and AFIT/RRE of AF Board funding process results (final quota document)		X																		
70	Validate and distribute quotas to assignment teams					X															
71	Start quota fill actions (Assignment Teams)					X															
72	Under Air Force Assignment System, will highlight AFIT opportunities on Personnel Requirements Document (PRD)					X															
73	Confirm AFIT eligibility with AFIT/RRE					X		X													
74	Under Air Force Assignment System, will nominate "matches"					X															
75	Build AFIT board package and forward to Board members for vote					X															
76	Send selectee names to AFIT					X															
77	Load initial assignment action to AFIT					X															

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
78	Load follow-on assignment to AFERB approved position (should be done within 6 months of school start date).					X															
79	Verify academic eligibility from established computer data pool and advise AFPC								X												
80	Place students in school								X												
81	Enter start/stop date into the Personnel Data System								X												
82	Track until graduation								X												
83	Student goes to AAD position for 3-year assignment payback tour & ADSC payback					X															
84	Start 3-year time clock					X															
85	AFERB Working Group Mid-Year Review (first week in Mar)		X																		
85a	Discuss AFERB prioritized list unfunded quotas					X															
85b	Train ASMs		X							X											
85c	Start working next quota call		X	X																	
86	Release AFERB Working Group Mid-Year Review minutes to Executive AFERB, Working Group and ASMs		X																		
87	Notify ASMs of unfilled quotas for filling (first week in May)					X															
88	Work with assignment teams to fill the unfilled quotas (work the month of May)									X											
89	Return to DPP all unfilled quotas (first week in Jun)					X															

	Academic Degrees and Quotas Review Process	AF/DPD	AF/DPDE	AF/DPDR	AF/XPM	AFPC/DPA	AFPC/DPS	AETC/EDCR	AFIT	ASM	AFERB Working Group	Executive AFERB	P&T Panel	MAJCOM/CV	MAJCOM/DP	MAJCOM/XP	MAJCOM Functionals	Wing/CC	Wing/Staff	Unit/CC	Unit Supervisors
90	Fill unfilled quotas from AFERB prioritized unfunded quotas (work beginning 1 Jun)		X			X				X											
91	Update Cohort File to indicate payback complete						X														
92	End of annual cycle																				

Attachment 3

ADVANCED ACADEMIC DEGREE (AAD) PROGRAM WAIVER REQUEST

MEMORANDUM FOR HQ AFPC/DPA

FROM: (Wing/CC)

SUBJECT: Request for Advanced Academic Degree Waiver

1. I recommend (Name, Grade, SSAN, degree) be granted a waiver for (need to explain in detail type of waiver being requested) Ex; defer AAD payback, move to non-AAD position, etc.

2. (Provide full justification why officer cannot complete full payback as approved by Air Force Education Requirements Board)

                                                          (Wing/CC or equivalent signature)
                                                            cc: Functional Manager/ASM

Note: After Wing/CC completes recommendation, forward request to parent MAJCOM/DP/CV then through HQ AFPC/DPAPE, 550 C Street W, Ste 32, Randolph AFB TX 78150. Send a copy to the appropriate Functional Manager/ASM (contact HQ AETC/EDCFR for a complete listing).

Attachment 4

APPLICATION TO COMPETE FOR FELLOWSHIP, SCHOLARSHIP OR GRANT

(This application is affected by the Privacy Act of 1974, see **Attachment 8**)

MEMORANDUM FOR AFIT/CIGG

FROM: (Individual's name, mailing address, phone number and email)

SUBJECT: Application to Compete for a Fellowship, Scholarship, or Grant

    1. I, (Name, Grade, & SSN), request permission to compete for the following award:

        a. The fellowship/scholarship/grant is (include complete information on the type of fellow-ship, scholarship, or grant).

        b. The sponsoring agency, school, or research project is (name of agency).

        c. Award covers the period (date) to (date).

        d. I will be conducting my research or studies at (institution/location).

<u>(Signature)</u>

Attachments: (Attach any information on the fellowship, scholarship, or grant that is available, e.g., announcements, bulletins, etc.)

PRIVACY ACT STATEMENT

Authority: 44 U.S.C. Section 3101, and 10 U.S.C., Section 8013, and 8251 thru 9263 and EO 9397.

Principal Purpose: To provide information necessary to evaluate the acceptability of the proffered scholarship, fellowship, or grant and to determine the financial sufficiency of the award. To evaluate the nature of the award and its financial terms, discipline, location of study, and period covered by the award and to obtain certification of the officer's obligation to serve an active duty service commitment if the award is approved and obtain the officer's certification of understanding of the limitations on acceptable benefits.

Routine Use: This information may be shown to universities outside the DoD for the purpose of determining location of study.

Disclosure Is Voluntary: Failure to complete this form may result in nonconsideration of the application. SSN is used for positive identification.

Attachment 5

APPLICATION FOR ACCEPTANCE OF A FELLOWSHIP, SCHOLARSHIP OR GRANT

MEMORANDUM FOR AFIT/CIGG

FROM: (Individual's name, mailing address, phone number, and email)

SUBJECT: Application to Accept a Fellowship, Scholarship, or Grant

1. I, (Name, Grade, & SSN), request permission to accept the following award:

    a. The fellowship/scholarship/grant is (select the correct reference and include complete information on the type of fellowship, scholarship, or grant offered).

    b. The sponsoring agency, school, research, project is (name of agency).

    c. Award covers the period (date) to (date). (If this period does not cover the entire period necessary to complete the program, include statement from the sponsoring agency as to its willingness to offer an extension contingent upon successful completion of the initial program).

    d. I will conduct my research of studies at (institution, location).

    e. Successful completion of this offer results in the granting of a (indicate degree level and academic discipline when applicable) degree.

    f. The sponsoring agency desires me to inform them of my decision to accept this offer no later than _____.

2. Acceptance of this offer obligates me to serve the active duty service commitment referenced in AFI 36-2302, paragraph **3.3.1.3.**

<u>(Signature)</u>

Attachments:

1. Financial Statement (AFI 36-2302, Atch 5)

2. Copy of Offer of Award (if available)

3. Transcripts of Previous Academic Work

4. Narrative Outline of Work To Be Undertaken

PRIVACY ACT STATEMENT

Authority: 44 U.S.C. Section 3101, and 10 U.S.C., Section 8013, and 8251 thru 9263 and EO 9397.

Principal Purpose: To provide information necessary to evaluate the acceptability of the proffered scholarship, fellowship, or grant and to determine the financial sufficiency of the award. To evaluate the nature of the award and its financial terms, discipline, location of study, and period covered by the award and to obtain certification of the officer's obligation to serve an active duty service commitment if the award is approved and obtain the officer's certification of understanding of the limitations on acceptable benefits.

Routine Use: This information may be shown to universities outside the DoD for the purpose of determining location of study.

Disclosure Is Voluntary: Failure to complete this form may result in nonconsideration of the application. SSN is used for positive identification.

Attachment 6

FINANCIAL STATEMENT FORMAT FOR FELLOWSHIP, SCHOLARSHIP OR GRANT

Principal Purpose: To provide information necessary to evaluate the acceptability of the profferred scholarship, fellowship, or grant and to determine the financial sufficiency of the award. To evaluate the nature of the award and its financial terms, discipline, location of study, and period covered by the award and to obtain certification of the officer's obligation to serve an active duty service commitment if the award is approved and obtain officer's certification of understanding of the limitations on acceptable benefits.

(This application is affected by the Privacy Act of 1974, see **Attachment 8**. This information may be shown to universities outside of the DoD for the purpose of determining location of study)

1. I was offered (Name of fellowship, scholarship, grant, or stipend) on (date). Total amount of the offer is (note whether in cash or in kind) for the period_____ to_____ .

2. Indicate date of first class and date of last scheduled exam.

3. The following are covered by the fellowship, scholarship, or grant:

    a. Tuition _____

     Fees _____

     Books _____

     Directly related expenses (itemize) _____

       Total _____

    b. Travel _____

     Transportation of Household Goods _____

     Overseas Cost-of Living Allowance _____

     Housing Allowance (Quarters) _____

     Subsistence _____

     Other (Itemize) _____

       Total _____

         GRAND TOTAL (3a&b) _____

4. I understand that 10 U.S.C. 2603, DoD Directive 1322.6, Fellowships, Scholarships and Grants for

DOD Personnel and AFI 36-2302, Professional Development, limit the benefits I may accept under a fellowship, scholarship, grant, or stipend to an amount not exceeding the cost of sending me to the same school at Government expense. I further understand that if the total value of the benefits (in cash or in kind) exceeds the cost of sending me to the same school at Government expense, I may not accept the excess.

5. If funds listed in paragraph 3a above do not cover the full cost of tuition and fees, AFIT will pay the difference.

6. I understand that if I receive funds from the fellowship, scholarship, grant, or stipend for items listed in paragraph 3b above, I may not receive reimbursement from the Air Force for the same expenses. For example, if I accept a travel allowance from the scholarship, my Air Force travel allowance will be withheld.

Signature Block)

Attachment 7

INSTRUCTIONS FOR ADVANCED ACADEMIC DEGREE (AAD)
POSITION WORKSHEET AF FORM 1779

USAF Advanced Academic Degree System (AADS)
Position Worksheet

SECTION I - POSITION INFORMATION

a. Position Number: b. AFSC: c. Grade: d. PAS Code:
e. Unit/Org/Office Symbol: f. Academic Specialty   g. Degree Level:
h. ASC Title: i. MAJCOM: Code: (ASC)

SECTION II - REQUESTED UNIT MANNING DOCUMENT (UMD) AAD ACTION

a. NONE ☐   b. NEW ☐   c. CHANGE ☐   d. DELETE ☐
   (CURRENT AAD CODING VALID)   NEW ASC: ___   ASC to: ___   (Remove AAD
                  DEGREE LEVEL   DEGREE LEVEL   Code
                  ☐   ☐   ☐   ☐   from position)
                  Masters   PhD   Masters   PhD

e. Position Description/Rationale for designation as an AAD billet (why this billet must be filled with a person with this degree):

SECTION III - JUSTIFICATION FOR A FUNDED GRADUATE EDUCATION QUOTA (justification must state criticality to AF mission.)

This position cannot be filled from the AF inventory. It is critical to the Air Force mission that it be filled by an officer who will complete a new Air Force-funded degree that has produced state-of-the-art capabilities. (Position Description **must** be completed in Section IIe above):

SECTION IV - BASE AUTHENTICATION/APPROVAL OF ACTION REQUESTED

Name	DSN	Office Symbol	Date	Signature
a. Supervisor				
b. Division Chief (or above)				
c. Base Functional OPR				
d. Base AAD OPR				

SECTION V - FOR MAJCOM HQ USE ONLY

a. XP REVIEW: d. FUNCTIONAL REVIEW: Approved/Disapproved (circle one)
   DATE: FUNCTIONAL PRIORITY: _____
b. Assignments REVIEW: FUNCTIONAL POC: _____
   DATE: DATE:
c. AAD OPR REVIEW:
   DATE: e. AAD OPR POC: _____
   REMARKS: REMARKS:

AF Form 1779 (Draft), 07 Aug 98 (AADS PAT)

GENERAL: Complete one worksheet for each AAD position. Entries must be legible, either typed or printed. This worksheet is the only acceptable form; others will be returned without action. Refer to instructions below.

SUPERVISORS: The AAD worksheet has two purposes:

SECTION I - CURRENT POSITION INFORMATION

-First, to request a change to the AAD coding for a position in your organization. To make an AAD coding change request, or to document that a specific, previously uncoded position must have an individual assigned to it with a particular Academic Specialty Code (ASC), complete Sections I, II, and IV of the AAD worksheet.

- Second, to request a fresh graduate education degree for a position. Rather than fill a position from the inven-tory, this request initiates a start in a graduate program that will fill your AAD-coded position upon graduation. To request a new graduate quota to satisfy future needs, complete Sections I, II, III, and IV of the worksheet.**Note:** If you wish to initiate/change the AAD coding for a position and request a graduate education quota, complete all sections (I-IV) of the AAD worksheet.sheet.

Note: If you wish to initiate/change the AAD coding for a position and request a graduate education quota, complete all sections (I-IV) of the AAD worksheet.

    a. **Position Number:** Position Control Number (MPCN) from manpower documents.

    b. **AFSC:** Air Force Specialty Code (AFSC) attached to the position number identified.

    c. **Grade:** Grade authorized for position involved.

    d. **PAS:** Personnel Accounting Symbol (PAS) Code assigned to position and location.

    e. **Unit/Org/Office Symbol:** Unit or Organizational designation and office symbol.

    f. **Academic Specialty Code (ASC):** Four-digit code of the degree required to perform duties of this position. ASC listings and titles are available at {**http://afit.edu**}. The ASC **must** be compatible with the AFSC and meet all requirements set forth in AFI 36-2302, Graduate Education Program.

    g. **Degree Levels:** Degree required to meet AF mission - **Masters** or **Ph.D.**

    h. **ASC Title:** Clear text title of the ASC

    i. **MAJCOM:** Major Command abbreviation: ACC, AETC, AMC, etc.

SECTION II - UMD ACTION REQUIRED

Indicate type of action requested:

    a. **New** - Position meets criteria to establish a new AAD requirement coded at degree level noted.

    b. **Change -** Already an AAD billet, but requires a change in ASC or degree level.

   c. **Delete** - Position no longer requires an AAD; delete ASC code.

   d. **Position Description/Rationale for Action Requested -** Must be completed to determine validity of the AAD requirement whenever there is: a new AAD requirement or a change to an existing require- ment. Include *precise, specific* statements *why an individual with an advanced degree must be assigned to this job.* Describe responsibilities/projects/research to be accomplished and need for graduate education only available through formal graduate education programs. Be as clear, precise and informative as possi- ble. Limit input to the space provided.

SECTION III - NEW AIR FORCE GRADUATE EDUCATION QUOTA

Request for student entering AFIT program to obtain a fresh degree. Complete this sec- tion *only* if this position requires assignment of an officer who must have a "new" degree. A "new" degree is needed to ensure state-of-the-art technology or research. The determination of the need for a "new" degree should be made at lowest possible level; i.e., supervisor with first-hand knowledge of what new degree, if any, is required to ensure overall project/program success.

   Justification for Grad-Ed Quota - Mandatory for all new graduate education quota requests, which must be approved by the Air Force Education Requirements Board (AFERB). **Since competing for scarce resources demands a strong justification in today's budget environ ment, the AFERB requires specific and significant linkage to the Air Force mission be clearly stated in all requests.**

SECTION IV - AUTHENTICATION/APPROVAL

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   a. **Supervisor -** Rater who can answer specific questions about the AAD requirement.

   b. **Division Chief (or above)** - The approving official at a level one step higher than the supervisor of the AAD position.

   c. **Functional** - Installation-level functional OPR - if applicable.

   d. **Installation Staff -** Installation AAD OPR reviews, verifies and forwards to Wing Commander for review and certification.

   Note: Wing Commander - Reviews, approves and signs transmittal letter prepared by installation staff, to MAJCOM/XP, validating that attached base AAD billet/new graduate education quota requests are an absolute must to meet the Air Force mission.

SECTION V - MAJCOM and HQ USAF ACTION

a. **MAJCOM XP** reviews inputs from bases to ensure submissions are accurate and complete. Then forwards to MAJCOM DP for review and action. Upon completion of DP and functional review, XP ensures AAD billet data is updated in UMD.

b. **MAJCOM DP Officer Assignments** checks requests to ensure that submissions are not placed against positions: that already have AAD graduates on them/inbound at the time of this student would graduate; that will expire before the graduate completes his/her degree; or for which the AFSC and ASC are incompatible. Then forwards submission to MAJCOM DP AAD Manager.

c. **MAJCOM DP AAD Manager** reviews worksheets and coordinates verification of AAD and new AFIT graduate education degree requirements with the headquarters functionals.

d. MAJCOM functionals, upon receipt of AAD input from the MAJCOM DP, reviews and vali dates applicable AAD billet and new graduate education quota requirements. Then determines whether installation input is adequate, making appropriate revisions and adjustments. Prioritizes new quota requirements, before signing, dating and returning AAD work sheets to the MAJCOM DP.

e. MAJCOM DP AAD Manager consolidates the MAJCOM's AAD validation and new graduate education quota submission and forwards it through XP to the Vice Commander for signature and follow-on submission to HQ USAF/DP, the applicable Academic Specialty Managers (ASM), HQ AETC/EDCFR and AFIT/RRE.

f. **MAJCOM Vice Commander** reviews and signs transmittal verifying MAJCOM AAD billet validations and new graduate education quota requests. Applicable AAD forms are attached to CV transmittal.

Attachment 8

PRIVACY ACT STATEMENT

Authority: 44 U.S.C. Section 3101, and 10 U.S.C., Section 8013, and 8251 thru 9263 and EO 9397.

Principal Purpose: To provide information necessary to evaluate the acceptability of the proffered scholarship, fellowship, or grant and to determine the financial sufficiency of the award. To evaluate the nature of the award and its financial terms, discipline, location of study, and period covered by the award and to obtain certification of the officer's obligation to serve an active duty service commitment if the award is approved and obtain the officer's certification of understanding of the limitations on acceptable benefits.

Routine Use: This information may be shown to universities outside the DoD for the purpose of determining location of study.

Disclosure Is Voluntary: Failure to complete this form may result in nonconsideration of the application. SSN is used for positive identification.