

# Specialized Correspondence Course Request Form

*"This form may contain **FOR OFFICIAL USE ONLY (FOUO)** information that must be protected under the **Privacy Act of 1974** (see AFI 33-332). Do not release outside of DoD channels without the consent of the originator's office."*

AUTHORITY: 10 U.S.C. 8013. PRINCIPAL PURPOSE: To obtain information for computer input from education offices requesting students be enrolled into A4/6 A4L Distance Learning Courses. Use of SSN required to make positive identification of the individual and records.  
ROUTINE USE: Used to prepare data for input into MilPDS and A4/6 A4L computer database.  
DISCLOSURE: Voluntary. However, if requested information is not provided, the enrollment cannot be accomplished.

**\*\*\*IMPORTANT: This form may only be used to request Specialized courses.**  
**Items 1-8 are required to process PME requests.**

**1. Full Name** (Last, First, MI.)

**2. Rank:** (Select One)

**3. SSN:**

**4. Category:** (Select One)

**5. Requesting:** (Select One)

**6. Course:** (Select One or Enter Course Number and Name as listed in the Specialized Course Catalog linked below)

**\*\*\*For course information -click here: <http://www.au.af.mil/au/afiadl/curriculum/catalog/html/sc00.htm>**

## **7. Address:**

Address Line 1 (required)

Address Line 2 (optional)

Base/City (required)

State (required)

9 Digit Zip code (required)

(Ex: 12345-1234)

**\*\*\*if unsure of your 9 digit Zip code click here: <http://zip4.usps.com/zip4/welcome.jsp>**

## **8. Test Control Facility 9 Digit Zip code + Shred**

9 digit zip code (Ex: 12345-1234)

TCF Shred

**\*\*\*if unsure of TCF Zip code/Shred click here: [http://www.au.af.mil/au/afiadl/registrar/tcfpage\\_fr.htm](http://www.au.af.mil/au/afiadl/registrar/tcfpage_fr.htm)**

## **9. Comments:**

### **To submit the PME Request:**

1. Use the Submit by E-mail Button
  - Follow Instructions when Prompted
- OR-
2. Use the File Menu at the top of the Form
  - Select "Save As..."
  - Name the form "Specialized Course Request - Rank & Last Name"
3. With the saved form open, use the File menu option "Attach to E-mail..."
  - Change the Subject line to "(FOUO) Specialized Course Request - Rank & Last Name"
4. E-mail to [rmg.dpmt@us.af.mil](mailto:rmg.dpmt@us.af.mil).

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