

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2305**

**6 FEBRUARY 2013**



**Personnel**

**EDUCATIONAL CLASSIFICATION AND  
CODING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering at  
<http://www.e-publishing.af.mil>

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ USAF/A1DL

Certified by: HQ USAF/A1D  
(Barbara J. Barger, SES)

Supersedes: AFI 36-2305, 1 March 2001

Pages: 18

---

This instruction implements Air Force Policy Directive 36-26, *Total Force Development*. It provides guidance on how to classify and code educational levels, education specialties, education subspecialties, and the method used to obtain education levels for the Military Personnel Data System (MilPDS). This instruction directs collecting and maintaining information subject to the *Privacy Act of 1974* authorized by 5 U.S.C. 552a System of Records FO50 AF MP A applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. These records may only be accessed by AF members, employees, and contractors for official purposes directly associated with their official duties, and that, as detailed in AFI 33-322, Records Management Program, unauthorized concealment, removal, mutilation, obliteration or destruction of Air Force records is punishable as a violation of federal law (18 U.S.C. 2071, concealment, removal, or mutilation generally). This replaces AFI 36-2305, *Educational Classification and Coding Procedures*, 21 November 1997. HQ USAF/A1 approves supplements to this instruction. Attachment 1 lists pertinent abbreviations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through MAJCOMS publications/forms managers.

**SUMMARY OF CHANGES**

Please review the entire document thoroughly because this document is substantially revised and must be completely reviewed. The instruction was reorganized, updated, processes streamlined,

and procedures modernized, to include formatting electronic business methodology both within the Air Force and with colleges and universities. Chapters 1-5 reflect technology changes and the need to code education levels to meet the growing needs of Airmen as education expectations have changed in the last decade.

Overview.

**1.1. Program Description.** This program provides a standardized method and instructions for collecting and maintaining education level information on military Airmen.

1.2. Purpose. The Air Force uses education level and education specialty information for various purposes during an Airman's career. Currency and standardization of data is required to ensure accuracy of military records.

## **2. Responsibilities:**

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing military education.

2.2. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1).

2.2.1. Provides operational oversight and advocacy for Air Force voluntary education programs.

2.2.2. Establish, maintain, coordinate, and operate voluntary education programs that encompass a broad range of educational experiences including, but not limited to, academic skills development, high school completion programs, vocational programs, technical programs, and programs leading to the award of undergraduate and graduate degrees.

2.3. Directorate of Force Development (AF/A1D) is responsible for the procedures and guidance described in this instruction.

2.2. Air Force Institute of Technology (AFIT). The Air Force Institute of Technology (AFIT), Academic Coding Branch (ACB), maintains officer education levels in the MilPDS (Military Personnel Data System). Accession agencies and Education & Training Sections (ETS) should not update officer education data into the MilPDS.

2.2.1. AFIT uses transcripts and official documentation from awarding education institutions as supporting documentation for all education level updates.

2.2.2. All supporting documentation is maintained in the digitized Officer Education Transcript Repository (OETR) for audit purposes. OETR personnel review, classify, and code transcripts for entry into the PDS. Transcripts received by AFIT become the property of the Air Force, are used for DoD purposes only, and will not be returned for the officer's personal use or released outside of DoD channels.

2.2.3. AFIT/ACB is responsible for education specialty codes in the MilPDS (Military Personnel Data System).

2.3. Community College of the Air Force (CCAF). CCAF Degree Specialty Codes are located in the *CCAF General Catalog*. Address questions regarding these codes to CCAF/DEA, Maxwell-Gunter Annex, AL.

2.4. Base Education and Training Section (ETS). Base ETS maintains enlisted Airmen education levels in the MilPDS via Air Force Automated Education Management System (AFAEMS).

2.4.1. The base ETS uses transcripts and official documentation from the awarding education institution as supporting documentation for education level updates.

2.4.2. Supporting documentation is maintained in AFAEMS.

2.5. Offices/persons responsible for obtaining official documentation.

2.5.1. Air Force Recruiting Service. Obtains official transcripts for officer recruits, attaches transcript to DD Forms 1966-2, Record of Military Processing – Armed Forces of the United States, and sends the package to the 737 TRSS.

2.5.2. 319<sup>th</sup> Training Squadron (319 TRS). Obtains official transcripts for graduating Officer Training School (OTS) students [accept the Airman Education and Commissioning Program (AECM) and nurses] and forwards to AFIT/ACB within 90 calendar days of graduation.

2.5.3. USAFA/DFRR. Provides official transcripts for graduates of the US Air Force Academy to AFIT/ACB within 90 calendar days of graduation.

2.5.4. AFROTC Detachment. Professor of Aerospace Studies at ROTC detachment obtains official transcript and forwards to AFIT/ACB within 90 calendar days of graduation.

2.5.5. AFIT/ENEL (code C) and AFIT/ENER (code R). Provides official AFIT transcript of graduated or eliminated Airmen to AFIT/ACB within 90 calendar days of graduation or elimination.

2.5.6. Offices servicing Direct Commission Medical Services Officer Program (AFSC 4XXX). The following offices will obtain official transcripts within 90 days of commissioning and forward them as soon as available to AFIT/ACB. NOTE: This does not apply for ARC officers not on EAD. The appropriate AFPC office will forward verification of degrees to AFIT/ACB. AFPC: HQ AFPC/DPAMD (for AFSC 47XX); DPAMN (for AFSC 46XX); DPAMP (for AFSCs 44XX, 45XX, and 48XX); DPAMS (for AFSC 41AX); DPAMW (for AFSCs 42XX and 43XX).

2.5.7. AFPC/DPAH. Obtains official transcripts for officers accessed through the Direct Commission Chaplain Program and forwards them to AFIT/ACB within 90 calendar days of accession. NOTE: This does not apply to ARC officers not on EAD.

2.5.8. HQ USAF/JAX. Obtains official transcripts for officers accessed through the Direct Commission Judge Advocate Program and forwards them to AFIT/ACB within 90 calendar days of accession.

2.5.9. Military Doctors and Dentists. Primary source verification, as accomplished by the Air Force Centralized Credentials Verification Office (AFCCVO), is recognized as a valid means of verifying the attainment of a professional (MD, DO, DMD, OR DDS)

degree for military physicians and dentists. AFPC/DPAM organizations will forward official transcripts to AFIT/ACB for update within 90 days of accession.

2.5.10. HQ AFPC/DPAM. This office obtains official transcripts for physicians who are contractually obligated through Health Professions Scholarship Program (HPSP), Uniformed Services University of the Health Sciences (USUHS), Financial Assistance Program (FAP), and Reserve Officer Training (ROTC) Program, who are completing their training in deferred status. AFPC/DPAM sends these documents to AFIT/ACB within 90 calendar days of the certification process.

2.5.11. Foreign Medical Officers. AFPC/DPAMF2 ensures the Educational Commission for Foreign Medical Graduate (ECFMG) certificate is attached to an International Medical Graduate transcript prior to forwarding to AFIT/ACB for update.

2.5.12. Air Reserve Personnel Center (ARPC/DPAB). Obtains official transcripts from the ARPC Surgeon General, Chaplain, and Judge Advocate for people accessed through the Direct Commissioning Program or through an interservice transfer into reserve programs as medical services officers, chaplains, or judge advocates into the Judge Advocate Directed Reserves (JAGDR) and forwards documents to AFIT/ACB within 90 calendar days of commissioning.

2.5.13. Air National Guard Readiness Center (ANGRC/DPD). Obtains official transcripts for Airmen accessed for commission in the Air National Guard and forwards them to AFIT/ACB within 90 calendar days of commissioning.

2.5.14. Officers after Accession. Officer must purchase official transcript from awarding institution and have it forwarded through mail or electronic means to AFIT/ACB within 90 calendar days of graduation or program completion. Transcript may be substituted with the following information on official school letterhead: name of student, name of degree, major, level of degree, date of completion of degree/program requirements, date of graduation or degree award. AFIT may use the earlier date for education level update.

2.5.15. Enlisted Airmen After Accession. Enlisted Airmen, commissioned through any recognized AF program, must purchase official transcript from awarding institution and have it forwarded through mail or electronic means to Base Education and Training Section (ETS) within 90 calendar days of graduation or program completion. Transcript may be substituted with the following information on official school letterhead: name of student, name of degree, major, level of degree, date of completion of degree/program requirements, and date of graduation or degree award and a signature of the university registrar or registrar office personnel. ETS may use the earlier date for education level update. NOTE: Transcripts for CCAF-awarded degrees not required. Education level updated via CCAF/STARS data transfer.

### **3. Education Level Update Criteria:**

3.1. Accreditation. The system of regional and national accreditation recognizes educational institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality which entitles them to the confidence of the educational community and the public they serve. The Air Force recognizes schools with regional or national accreditation and candidacy for education level updates. Other schools require additional recognition as outlined in this AFI.

3.1.1. The Department of Education provides a directory of accredited programs and institutions at a website (<http://www.ed.gov/admins/finaid/accred/index.html>). The Council on Higher Education Accreditation published website with accreditation information is <http://www.chea.org/>. The office accomplishing education level update uses one of these publications to verify accredited institutions and candidates for accreditation. Contact the appropriate accrediting body to verify additions to the guide since its last publication. Address any further questions concerning the accreditation status of institutions to AFIT/ACB.

3.1.2. Universities, colleges, or training schools not meeting any of the criteria mentioned in 3.1., must submit request to the appropriate accrediting agency/association for inclusion in the Department of Education guides. It is the school's responsibility to provide AFIT/ACB with necessary documentation to prove accreditation, candidacy, or federal degree granting authority.

3.1.3. Non-accredited Institutions. Accept documentation for education level update only if the Airman pays for and obtains it from an accredited institution stating it will accept education credits from that school on the same basis as it would from accredited schools.

3.1.4. International Institutions. Accept documentation for education level update of courses completed when the Airman obtains an external (commercial) evaluation of course work taken at foreign institutions. Foreign institutions that issue acceptable transcripts are listed in the Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE). Enter educational achievement obtained at international institutions in official records if properly evaluated. An accredited school (other than AFIT) or a private evaluation agency, such as the National Association of Credential Education Services (NACES), must accomplish the evaluation.

3.2. Documentation. Official transcripts are required for new accessions. For degrees earned after accession, documentation may include official transcripts and/or official letter on institution letterhead stationery signed by the university registrar's office and sent directly from the institution to AFIT or Education and Training Section (ETS) accomplishing the education level update. For a 90 day temporary update, the institution letter must include the student's name, degree (or major area of study), degree or program level (i.e., certificate) number of hours completed or date of completion of degree requirements, date of graduation/degree award if different from degree completion requirements. AFIT may use the earlier date for education level update for graduation. The officer/airman will need to ensure an official degree posted transcript is provided to AFIT/ACB within the 90 day period to permanently update the record."

NOTE: Letters will not be accepted if they contain pending actions by the university to include financial, academic or other audits.

3.2.1. High School. Accept high school diploma from accredited institution or high school equivalency certificate. Certification of the General Educational Development Test, academic education level B, may be entered when the individual achieves a standard score of 35 on each test and an average standard score of 45 on all five parts. For prior service members enlisting in the Air Force Reserve, DD Form 214 is an acceptable source document for verifying high school completion.

3.2.2. Associate Degree. Accept official transcript from an accredited institution. For a CCAF degree an automated process updates the member's education level based on CCAF credit hours recorded and graduation status. A CCAF degree progress report from the on-line system may be used to verify education levels E through H (Attachment 4).

3.2.3. Less than Bachelor's Degree. Accept education credit from accredited institutions as shown on an official transcript or other official documentation directly from the institution. NOTE: Degree levels below the bachelor level are not updated for AF officers unless specifically required, i.e., ANG Nurse Corps personnel. Technical/ Occupational certificates are not updated for AF officers.

3.2.4. Bachelor's Degree and above. Accept official transcript from an accredited institution or when the institution has federal degree-granting authority and is identified as offering the appropriate degree level (masters, doctorate, etc.)

3.2.5. Certificate. Professional certificates are a designation earned by members to certify that they are qualified to perform a job. For example, a person with a degree in general education could qualify for an education specialty code in secondary teaching based on possession of a teaching certificate (Code 7 only). The MilPDS also will accept certain certificates for inclusion in an enlisted Airman's military record.

#### **4. Education Level Update Process:**

4.1. Officer Updates. Officers are responsible for ensuring the accuracy of their education records annually. It is the officer's responsibility to contact the issuing institution and fund the cost of any requested transcript/documentation (see paragraph 3.2.) for update and/or correction of military records. Transcript fees are not reimbursable by the Air Force. Transcripts/documentation must be mailed or sent electronically from the issuing institution directly to AFIT/ACB. NOTE: Transcripts issued to students will be accepted if they are in an originally sealed unopened envelope from the issuing institution or the ETS can verify the transcript as official, not maintained by student, and signs/dates copy of transcript with statement verifying its official nature in the ETS office.

4.1.1. Initial Accession. AFIT/ACB will accomplish education level update into MilPDS and input source documents into OETR for audit purposes after receipt of official transcript as outline in Table A2.1 and details in paragraph 2.5.

4.1.2. After Initial Entry and Initial Education Level Update. See paragraph 3.2. AFIT/ACB will accomplish education level update into MilPDS and input source documents into OETR after receipt of appropriate documentation.

4.1.3. For AFIT-sponsored programs (Civilian Institution), AFIT/ACB updates the Airman's record upon receipt of official transcripts and AFIT/ENEL (Civilian Institution) source document reflecting the academic specialty code (ASC) for which the Airman was sponsored to receive. Airmen requesting an ASC change must first obtain approval from AFIT/ENEL who will forward appropriate source document change to AFIT/ACB.

4.1.4. For medical service officers attending AFIT-sponsored graduate programs, AFIT/ACB updates records of AFIT sponsored graduate students once the student has completed the graduate program and upon receipt of source documentation from AFIT/ENEL. HQ AFPC/DPAMD (for AFSC 47XX), DPAMN (for AFSC 46XX),

DPAMP (for AFSCs 44XX, 45XX, and 48XX), DPAMS (for AFSC 41AX), DPAMW (for AFSCs 42XX and 43XX) must approve exceptions to this procedure.

4.1.5. If an officer is meeting a promotion, assignment, or other selection board and official transcripts are not immediately available, AFIT will accept an official letter, on school letterhead stationery, signed by the university registrar verifying degree conferral. The letter must include the student's name, name of the board, name of degree/program, major area of study date of graduation. This update is for officers who have graduated from a university and official transcripts are not immediately available via electronic delivery means. NOTE: The respective boards establish final cutoff dates; consequently, inclusion of last minute updates in the consideration process cannot be ensured. Upon receipt of official letter, AFIT will update the record and notify the board indicated, if requested by the Airman. These updates are valid for a 90 day temporary update. Officers will need to ensure an official degree posted transcript is provided to AFIT/ACB within the 90 day period to permanently update the record. NOTE: Letters will not be accepted if they contain pending actions by the university to include financial, academic or other audits.

4.2. Enlisted Updates. Enlisted Airmen are responsible for ensuring the accuracy of their education records annually. It is the Airman's responsibility to contact the issuing institution and fund the cost of any requested transcript/documentation for update and/or correction of military records. Transcript fees are not reimbursable by the Air Force. Transcripts/documentation must be mailed or sent electronically from the issuing institution directly to the base ETS. ETS will accomplish education level update into AFAEMS/MilPDS and input source documents into AFAEMS for audit purposes. NOTE: Transcripts issued to students will be accepted if they are in an originally sealed unopened envelope from the issuing institution or the ETS can verify the transcript as official, not maintained by student, and signs/dates copy of transcript with statement verifying its official nature in the ETS office.

4.2.1. Initial Enlistment. DD Form 1966-2, with transcript attached, substantiates education data for those accessed into the Air Force. The 737 TRSS staff files the forms in the unit personnel records group. NOTE: For ARC members, official transcripts must be sent to the servicing Reserve military personnel flight/education and training function.

4.2.2. After Initial Enlistment. The base ETS evaluates education achievements for enlisted personnel and updates records as described in para 4.2. The base ETS inputs data in MilPDS/AFAEMS.

4.2.3. Senior Noncommissioned Officers (SNCO) (Master Sergeants and Senior Master Sergeants) Eligible for Promotion. If a senior NCO is meeting a promotion, or up for assignment, or other selection board and official transcripts are not immediately available, the base ETS will accept an official letter, on school letterhead stationery, signed by the institution's registrar verifying education accomplishment. The letter must include the following information: student's name, name of the board, name of degree/program, major area of study, number of hours completed or date of completion of degree requirements, and the date of graduation/degree award if different from degree completion requirements. The base ETS may use the earlier date of degree completion for education level update. The respective boards establish final cutoff dates for records

update; consequently, inclusion of last minute updates in the consideration process cannot be assured. Upon receipt of information on official letterhead, the ETS can notify the board indicated, if requested by Airman. These updates are valid for a 90 day temporary update. Officers will need to ensure an official degree posted transcript is provided to AFIT/ACB within the 90 day period to permanently update the record. NOTE: Letters will not be accepted if they contain pending actions by the university to include financial, academic, or other audits.

**5. Education Classification and Codes.** Education data entries in the MilPDS/AFAEMS consist of three sets. One set is for coding academic education specialty (classification), another for coding the education level, and a third for the method/resource used to obtain the education level. Entries of letters X, Y, and Z in the education coding process indicate “other”, “not applicable”, and “unknown”, respectively. The letters X and Y are most often entered in the last two positions of the specialty code to identify no specialization or specialization in an area for which no precise identifier exists. The letter Z in the education level high position will prompt periodic output of an action-due notice at base level, instructing individuals to provide proof of education accomplishment.

5.1. Coding of Academic Specialty. Terms used to define an education specialty (classification) conform generally to civilian usage. The education specialties consist of a four-character alphanumeric code to identify (in order) general area of study, major education field, specialization, and subspecialization. Together they form an individual’s education specialty code. Review of the school’s catalog, discussions with the school, and student consultation may be necessary to determine education specialty (Attachment 3).

5.1.1. General Area of Study. There are 10 groupings of education areas of study (Attachment 3). A person coded 4YYY, for example, would be identified as having, or working toward, a general engineering degree with no major education field, specialization, or subspecialization.

5.1.2. Major. This character identifies a related specialization within the general area of study and consists of 18 or more semester hours. This term usually identifies the education degree title awarded by a college or university and is considered a person’s major. Building on the preceding example, a person coded 4AYY would be identified as having, or working toward, a degree in aeronautical engineering with no specialization or subspecialization.

5.1.3. Specialization. Persons who have a concentration, reflected on the official transcript, in a particular education area may qualify for identification of specialization. Again building on the preceding example, 4AAY would identify a person with a degree in aeronautical engineering with specialization in aerodynamics. Specificity to this level is reserved for those who have completed advanced undergraduate or graduate work (a CCAF associate degree is an exception).

5.1.4. Subspecialization. This character identifies a group of courses or on-the-job professional experience associated with a given specialization. Graduate study with specific research is an example of readily identifiable subspecialization. Subspecialization also may be identified on the basis of professional competency gained by experience on the job or documented self-initiated study. In the preceding 4AAY example, subspecialization in aerodynamic loads would be identified by the code 4AAA.

## 5.2. Coding of Education Level.

5.2.1. Each education level has a one alpha or numeric character code in MilPDS. (See attachment 4)

5.2.2. Education Levels within MilPDS. The standard measures for determining education levels are semester hours and degrees. Quarter hours are converted to semester hours. One quarter hour equals two-thirds of one semester hour. MilPDS (HAF Table 0228) and Attachment 2 of this instruction show the various education levels and corresponding codes.

5.2.2.1. A maximum of five education levels may be assigned and coded for each officer and enlisted person.

5.2.2.2. Two education levels are assigned to a person who presents official transcripts showing completion of at least 15 semester hours of graduate work beyond the bachelor's degree.

5.2.2.3. A person with two degrees at the same education level is coded first with the degree earned most recently.

5.2.2.4. Individuals receiving dual majors will only be updated as having one degree level as they are considered one degree. In order to receive credit for both, the university will need to assign individual graduation dates for each major.

## 5.3. Coding of Method/Resource Used to Obtain Education.

5.3.1. This code is a one alpha or numeric character code to show major source of funding used to obtain a particular education level.

5.3.2. Even though the MilPDS data field is labeled "method" this code must reflect funding source before consideration of the program. The most common codes are T—tuition assistance, V—VA sponsorship, and Y—not sponsored by the military. Examples of funding as primary method is the choice of "T" for Tuition Assistance (TA) Program or "J" for Community College of the Air Force (CCAF) if TA is not used for CCAF degree. (See PDS, HAF Table 0102 and Attachment 5 of this instruction).

DARRELL D. JONES, Lieutenant General, USAF  
Deputy Chief of Staff for Manpower, Personnel and  
Services

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 U.S.C. 8013, “*Secretary of the Air Force*”, 2003  
Public Law 94-361, “DoD Authorization Act, 1977” (10 U.S.C. 2457), 1977  
AFI 33-322, *Records Management Program*, 4 June 2012  
AFI 33-332, *Privacy Act Program*, 16 May 2011  
AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 December 2006  
AFI 36-2608, *Military Personnel Records System*, 30 August 2006  
AFI 36-2302, *Professional Development*, 11 July 2001  
AFI 36-2306, *Voluntary Education Programs*, 13 August 2010  
AFMAN 33-363, *Management of Records*, 1 March 2008

***Abbreviations and Acronyms***

**AECP**—Airman Education and Commissioning Program  
**AFAEMS**—Air Force Automated Education Management System  
**AFIT**—Air Force Institute of Technology  
**AFIT/ENEL**—Air Force Institute of Technology/Civilian Institutions  
**AFIT/ENER**—Air Force Institute of Technology/Admissions and Registrar Directorate  
**AFIT/ACB**—Air Force Institute of Technology/Academic Coding Branch  
**AFPC/DPAMP**—Air Force Personnel Center/Medical Service Officer Management Directorate  
**AFRES**—Air Force Reserve  
**AFROTC**—Air Force Reserve Officer Training Corps  
**ANG**—Air National Guard  
**ARPC**—Air Reserve Personnel Center  
**CCAF**—Community College of the Air Force  
**ETS**—Education & Training Section  
**HAF**—Headquarters Air Force  
**JAGDR**—Judge Advocate General Directed Reserves  
**MilPDS**—Military Personnel Data System  
**NCO**—Noncommissioned Officer  
**OETR**—Officer Education Transcript Repository  
**OTS**—Officer Training School

**PDS**—Personnel Data System

**TA**—Tuition Assistance

**USAFA/JAX**—United States Air Force Academy/Professional Development Division

**USAFA**—United States Air Force Academy

**USAFA/DFRR**—United States Air Force Academy/Dean of Faculty, Examination and Records

**VA**—Veterans Administration

## Attachment 2

## PROCESS FLOW FOR EDUCATION LEVEL UPDATE

Table A2.1. *Process Flow for Education Level Update.*

R U L E	A _____	B _____	C _____
	If an Airman is	then an official transcript is	and sent to
1	an officer accessed for the first time into AF	attached to the DD Form 1966-2 by the Air Force recruiter	to AFIT/ACB for education level update. (Within AFRC also sent to respective Reserve Education and Training Office).
2	an OTS graduate (except Nurses)	obtained by 22 TRSS	AFIT/ACB
3	graduated from Air Force Academy	obtained by USAFA/DFRR	AFIT/ACB
4	an AFROTC graduate	obtained by the Professor of Aerospace Studies at AFROTC detachment	AFIT/ACB
5	graduated or eliminated from AFIT	forwarded by AFIT/ENEL (for code C) or AFIT/ENER (for code R)	AFIT/ACB
6	a Medical Services Officer through Direct Commission (AFSC 4XXX)	obtained by (see note 1)	AFPC/DPAM for certification and verification in turn sent to AFIT/ACB
7	a Chaplain through the Direct Commission (N/A to ARC officers not on EAD)	obtained by AFPC/DPAH	AFIT/ACB
8	a Judge Advocate through the Direct Commission	obtained by HQ USAF/JAX	AFIT/ACB
9	a military doctor or dentist	obtained by AFCCVO for verification	AFPC/DPAM for certification and verification in turn sent to AFIT/ACB
10	a physician contractually obligated through Health Professions Scholarship Program (HPSP), Financial Assistance Program (FAP), and Reserve Officer Training Program (ROTC), completing deferred status.	obtained by AFPC/DPAME	AFPC/DPAM for certification and verification in turn sent to AFIT/ACB
11	foreign medical officer	forwarded by AFPC/DPAMF along with the ECFMG certificate	AFIT/ACB
12	approved by ARPC for commission in the ARC	obtained by ARPC/SG/HC/JA and forwarded to ARPC who in turn takes package	AFIT/ACB
13	approved by ANGRC/DPD for commission in the ANG	obtained by ANGRC/DPD	AFIT/ACB
14	an officer and has earned a degree/credits/certificate through a program other than those covered in rules above and after	requested and paid for by the officer from the college or university awarding the degree or credits	AFIT/ACB

R U L E	<u>A</u> If an Airman is _____	<u>B</u> then an official transcript is _____	<u>C</u> and sent to _____
	commissioning and accession		
15	an enlisted Airman and has earned a degree/credits/certificate after accession NOTE: Not required for CCAF-awarded degree	requested and paid for by the enlisted Airman from college/university/school awarding the degree or credits	Base Education and Training Section (ETS)

NOTES: HQ AFPC/DPAMD (for AFSC 47XX), DPAMN (for AFSC 46XX), DPAMP (for AFSCs 44XX, 45XX, and 48XX), DPAMS (for AFSC 41AX), DPAMW (for AFSCs 42XX and 43XX).

## Attachment 3

## ACADEMIC SPECIALTY CODES (ASC)

Table A3.1. Academic Specialty Codes (ASC) (Education Specialty Codes)

NOTE: Complete list of the breakout codes for the academic fields may be found in the AFAEMS Resource Section.

General Areas of Study and Major Academic Fields	
0 INTER-AREA SPECIALIZATIONS	5 LAW
0C Computer Science	5A Civil Law
0G General/Liberal Studies	5B Military Justice
0I Information Systems Management	5E Environmental Law
0S Aerospace Studies	6 MATHEMATICS
0Y Inter Area Specializations	6A Algebra
1 ADMINISTRATIVE MANAGEMENT	6B Analysis and Function Analysis
1 & MILITARY SCIENCE	6C Geometry
1A Business Administration and Mgt	6D Logic and Foundations
1E Emergency Management	6E Mathematics of Resource Use
1F Fitness, Recreation and Services Management	6F Number Theory
2 ARTS, HUMANITIES AND EDUCATION	6G Numerical Methods and Computation
2A Chaplaincy and Pastoral Care	6H Probability
2B Education	6I Statistics
2C Fine and Applied Arts	6J Topology
2D Foreign Language	7 MEDICAL SCIENCES
2E Humanities	7A Allied Sciences/Prof Services
2F Language and Communicative Arts	7B Dental Science
2G Philosophy	7C Hospital Administration
2H Religion	7D Medicine & Surgery
2I Arts, Humanities and Edu Technology	7E NURSING
2K Small Arms Training and Maintenance	7F Veterinary Medicine
3 BIOLOGICAL & AGRICULTURAL	7G Health Care Sciences Occp Tech
3A Biology	7H Chiropractic Medicine
3B Agriculture	8 PHYSICAL SCIENCES
4 ENGINEERING	8A Astronomy
4A Aeronautical Engineering	8B Cartographic Sciences
4B Aerospace Engineering	8C Chemistry
4C Agricultural Engineering	8D Earth Sciences
4D Architectural Engineering	8E Hydrospheric Sciences
4E Astronautical Engineering	8F Meteorology
4F Materials Science & Engineering	8G Imaging Sciences
4G Chemical Engineering	8H Physics
4H Civil Engineering	9 SOCIAL SCIENCES
4I Electrical Engineering	9A Anthropology
4J General Engineering	9B Economics
4K Engineering Sciences	9C Geography
4L Industrial Engineering	9D History

4M Mechanical Engineering	9E Political Science
4N Metallurgical Engineering	9F Psychology
4O Mining & Petroleum Engineering	9G Public Administration
4P Naval Architecture	9H Sociology
4Q Nuclear Engineering	9I Public Services Occp Tech
4R Safety Engineering	
4T Systems Engineering	
4U Textile Engineering	
4V Engineering Technologies	Last 3 Digits of YYY = Basic Degree
4W Computer Engineering	Last 2 Digits of YY = General Specialization
4Z Earth Sciences Engineering	

## Attachment 4

## EDUCATION LEVEL CODES

Table A4.1. *Education Level Codes*

Data Items and Explanation	Data Codes
Less than high school completion (no certificate, diploma or GED equivalency)	1
Successfully completed high school-level GED battery, but does not have a high school diploma or certificate of equivalency	E
High School completion (state certificate or equivalency)/High school completion (diploma)	L
Completed from 12 to 29 semester hours or 22 to 44 quarter hours of post-secondary education (note 1)	8
Completed 30 to 59 semester hours or 45 to 89 quarter hours of post-secondary education (includes 1 year post-secondary occupational certificates) (note 1)	8
Completed 60 to 89 semester hours or 90 to 134 quarter hours of post-secondary education (includes 2 year post-secondary occupation certificates) (note 1)	8
Awarded an associate degree	D
Registered nurse (graduate of a diploma school program)	G
Completed 90 or more semester hours or 135 or more quarter hours (note 1), but has not been awarded a baccalaureate degree. In addition, at least one of the following conditions must be met <hr/> --At least 20 semester hours or 30 quarter hours must be upper division credit junior or senior: 300-400 level <hr/> --A responsible official of a university or college indicates, in writing, the individual is within 30 or less semester hours or 45 or less quarter hours of baccalaureate degree completion.	8
Awarded a baccalaureate degree	K
Completed 15 or more semester hours or 22 or more quarter hours of graduate work above baccalaureate level	K
Awarded a master's degree	N
Completed 30 or more semester hours or 45 or more quarter hours of graduate work above master's level	N
Awarded a doctoral degree (does not include honorary or professional degrees)	U
First professional degree—a degree or certificate conferred on completion of academic and professional requirements for selected professions as follows: <hr/> Data Items and Explanation Audiology (AuD) <hr/> Dentistry (DDS or DMD) <hr/> Medicine (MD) <hr/> Optometry (OD) <hr/> Osteopathy (DO) <hr/> Pharmacy (B.S., PharmD) <hr/> Podiatry (DPM) <hr/> Psychology (Ph.D. or PsyD) <hr/> Veterinary Medicine (DVM, VMD) <hr/> Law (LLB or JD) <hr/> Theology (DB, Rabbi, or other first professional degrees)	W

Second professional degree	V
Third professional degree	V
Has a terminal degree as an education specialist	V
None/Not Applicable	Y
Currently in an AFIT baccalaureate completion program (notes 2 and 3)	1
Currently in an AFIT master's degree completion program (note 3)	N
Currently in an AFIT doctoral completion program (note 3)	U
Currently in an AFIT First Profession Degree Program (note 4)	W
Currently in an AFIT Second Profession Degree Program (note 4)	V
High School senior (ANG and AFRES Airmen only)	M
Has a certificate as an engineer, industrial hygienist, certified public accountant, data processor, architect, teacher, or other fields meeting the education requirement for this level	C
Technical/Occupational certificate program (applies to enlisted only)	8

## NOTES:

1. For institutions that express credit values in other than semester or quarter hours, translate each 45 contact hours to equal 1 semester hour.
2. Applies to Airmen who are enrolled in the AECF or officers enrolled in the engineering conversion program.
3. Applies to officers assigned to AFIT and enrolled in AFIT civilian institution, logistics, engineering, scholarship, or special master degree programs.
4. Applies to officers assigned to AFIT and enrolled in civilian institution scholarship, special certificates, or postdoctoral program.

## Attachment 5

**METHOD / RESOURCE USED TO OBTAIN EDUCATION LEVEL CODES**

Data Items and Explanations	Data Codes
Military Service Academies	A
Air Force Educational Leave of Absence (AFELA)	B
Civilian Institution (AFIT-Sponsored)	C
Command Sponsored	D
Airman Education and Commissioning Program	E
AFROTC Educational Delay Program	F
Special Master's Degree Program (AFA graduates only)	G
Uniformed Services University of Health Sciences	H
College Senior Engineering Program (CSEP)	I
Community College of the Air Force (CCAF)	J
Educational Deferment Program	K
Minuteman Education Program	M
Civilian College (Health Professions Scholarship Program)	R
AFIT Graduate School of Engineering and Management	P
Scholarship Programs (AFI 36-2302)	S
Tuition Assistance (TA) Program	T
Veterans Administration (VA) Assistance	V
Other (Paid out of pocket or non-AF sponsored scholarship)	X
None/Not Applicable	Y
Unknown	Z

NOTE: When in doubt, choose the code for the resource used to obtain the education.