

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**



AIR UNIVERSITY INSTRUCTION 36-2319

1 DECEMBER 2005
(Certified Current, 5 August 2011)

Personnel

**SINGLE INPUT SOURCE FOR OFFICER
PROFESSIONAL MILITARY EDUCATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AU/CFR

Certified by: HQ AU/CF (Dr. Bruce T. Murphy)

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This instruction implements AFPD 39-23, *Military Education*. It specifies responsibilities and establishes procedures for administering the Single Input Source for Officer Professional Military Education (SIS-PME) Program. Maintain all records created as a result of processes prescribed in this publication in accordance with AFMAN 37-123, *Management of Records*, and dispose of them in accordance with the Air Force Records Disposition Schedule (RDS) (located at: <https://afirms.amc.af.mil>). This instruction applies to all Air University (AU) Officer PME institutions.

★ SUMMARY OF REVISIONS

★ This change: incorporates IC 2005-1 (Attachment 1); updates the Purpose Statement, OPR, Certifying Official, and Approval Authority; and updates the flow process of officers' PME records into the military personnel data system (MILPDS) (paragraph 3.1.2). A star (★) indicates a revision from the previous edition.

1. Introduction

1.1. The AU Registrar (AU/CFR), under the guidance of the AU Academic Office (AU/CF), establishes procedures governing the operation and services of the registrar. The AU Registrar includes three branches: Officer PME (CFRO); Services/Student Records (CFRR); and Central Scheduling, Requirements, and Analysis (CFRS). This instruction focuses on the Officer PME Branch and its role as Air University's single input source for updating Active Duty Air Force, Guard and Reserve Officer PME completions in the Personnel Data System (PDS). This single input source for PME includes PME completed through AU, sister service institutions, and equivalents. PDS inputs update the officer's Master Personnel File (MPF).

2. Responsibilities

2.1. Chief Academic Officer (HQ AU/CF):

2.1.1. Provides staff supervision over the effectiveness, efficiency, and operation of the Officer SIS-PME Program of the AU Registrar (AU/CFR).

2.1.2. Serves as liaison between AU/CFR and higher headquarters on matters involving the SIS-PME Program.

2.1.3. Resolves inquiries that cannot be solved at the AU Registrar level.

2.1.4. Coordinates on matters requiring higher headquarters assistance.

2.2. Air University Commanders and Commandants:

2.2.1. Provide timely and accurate PME graduate data to AU/CFR.

2.2.2. Ensure PME graduate data certifying officials are designated.

2.3. AU Registrar (AU/CFR):

2.3.1. Controls all matters concerning Officer PME updates.

2.3.2. Operates the SIS-PME program through the Officer PME Branch (CFRO).

2.3.3. Verifies that graduate data is properly certified.

3. Procedures

3.1. Resident PME certifying officials ensure:

3.1.1. Resident program certified graduate reports are submitted to AU/CFRR within 5 duty days after graduation in accordance with AUI 36-2318, *AU Registrar Services/Student Records (PA)*. Instructor and faculty graduates should be identified separately if applicable in accordance with AUI 36-2304, *AU Formal Schools*.

★3.1.2. Air University (AU) Registrar submits electronic files for Air War College (AWC), Air Command and Staff College (ACSC), and School of Advanced Air and Space Studies (SAASS) graduates to Educational Software Services (AU/SCI) for transmission through the Curriculum Development Student Administration and Registrar system (CDSAR) to AFPC. Squadron Officer College submits PME course completions for Squadron Officer School (SOS) and Air and Space Basic Course (ASBC) by updating graduate status in the Oracle Training Administration (OTA).

3.2. Non-resident PME data for ACSC and SOS is produced in CDSAR and flows electronically to AFPC. AWC transmits non-resident course completions electronically to AU/SCI for transmission through CDSAR to AFPC.

3.3. The AU Registrar, through the Officer PME Branch (CFRO):

3.3.1. Updates the Air Force Personnel Center (AFPC) Master Personnel File (MPF) upon receipt of certified graduate data.

3.3.2. Verifies previously input data by monitoring AFPC file update activities.

3.3.3. Uses certified graduate lists and related correspondence provided to AU/CFRR in accordance with AUI 36-2318 to verify course completions conducted at AU.

3.3.4. Ensures AF officer PME completions from sister service and equivalent schools are received and updated.

3.3.5. Corrects SIS-PME data system rejects by monitoring MPF.

3.3.6. Reports certified PME data “out of system” to appropriate AFPC, ARPC, and MAJCOM boards when necessary.

3.3.7. Ensures out-of-cycle requirements for reporting PME completion to promotion selection boards are input by Computer Remote Terminal (CRT) or by fax to appropriate board secretariat.

3.3.8. Resolves Military Personnel Flight requests for updates and promotion and selection board notifications.

3.3.9. Ensures all officer PME completions are PDS entered normally within 2 workdays following a PME discrepancy notification.

3.4. PME discrepancy notifications are received from the member’s servicing Military Personnel Flight. Personal requests are also honored.

STEPHEN R. LORENZ
Lieutenant General, USAF
Commander

★ Attachment 1**IC 2005-1 TO AIR UNIVERSITY INSTRUCTION 36-2319, *SINGLE INPUT SOURCE FOR OFFICER PROFESSIONAL MILITARY EDUCATION***

1 December 2005

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★ OPR: MSgt Willie D. Alford

★ Certifying Official: Dr. Bruce T. Murphy

★ Approval Authority: Lieutenant General Steven R. Lorenz

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