

**BY ORDER OF THE COMMANDER  
AIR COMBAT COMMAND**

**AIR COMBAT COMMAND  
INSTRUCTION 36-2502**



**2 JUNE 2026**

**Personnel**

**ENLISTED PROFESSIONAL MILITARY  
EDUCATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 36-2502, *Enlisted Airman Promotion and Demotion Programs*. It establishes requirements, responsibilities, and processing actions for managing T-1 Enlisted Professional Military Education (EPME) waivers under Headquarters Air Combat Command (HQ ACC) functional control. This instruction applies to all ACC Wings, Numbered Air Forces (NAF) Directorates and Staff. This publication does not apply to the United States Space Force, Air Force Reserve (AFR) and Air National Guard (ANG). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to HQ ACC A1/A1KB, 114 Douglas Street, Suite 220, Joint Base (JB) Langley-Eustis, Virginia 23665-2789 or via email to [ACCA1.A1KB.EnlistedForceDev@us.af.mil](mailto:ACCA1.A1KB.EnlistedForceDev@us.af.mil), using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority; or alternately, to the requestor’s commander for non-tiered compliance items. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

<b>Chapter 1—ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) TIER 1 WAIVERS</b>	<b>3</b>
1.1. Overview.....	3
1.2. Waiver Specifications.....	3
1.3. Routing Process.....	3
<b>Chapter 2—AIRMAN LEADERSHIP SCHOOL (ALS) TDY PROCEDURES</b>	<b>5</b>
2.1. Overview.....	5
2.2. Roles and Responsibilities.....	5
2.3. General Procedures and Guidelines.....	5
2.4. DTS Authorization Submission and Lodging Guidance.....	6
2.5. Transportation Guidelines.....	6
2.6. Release from ALS.....	6
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>7</b>
<b>Attachment 2—ALS ATTENDANCE CONFIRMATION</b>	<b>8</b>
<b>Attachment 3—EPME ATTENDANCE WAIVER FOR PROMOTION</b>	<b>9</b>

## Chapter 1

### ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) TIER 1 WAIVERS

#### 1.1. Overview.

1.1.1. All Airmen selected for promotion to Staff Sergeant, Master Sergeant, and Senior Master Sergeant are required to complete their Enlisted Professional Military Education (EPME) in a traditional, in-residence classroom setting. Distance Learning may be authorized as an alternative by exception only. To qualify, members must provide clear evidence of a significant personal hardship affecting the individual or their family that is beyond what is normally expected and cannot be resolved by the individual's command team. Members' promotion will be on hold until they complete EPME. Once they graduate, their date of rank will be retroactively adjusted to the original date. Note if the member is already scheduled for any form of EPME, a waiver will not be approved, and their promotion will be delayed until the course is complete.

1.1.2. In line with DAFI 36-2685, *Total Force Enlisted Developmental Education*, service members can postpone their in-residence EPME attendance with their wing commander's (or military director's / military deputy director's, if on G-Series orders) approval. This is permitted for compelling reasons such as non-routine missions, humanitarian needs, medical issues, or personal hardship. If an Airman receives two deferments for medical or humanitarian reasons within a 12-month period, they will be required to complete the course via distance learning through the Air Force Global College (AFGC). **(T-2)**

1.1.3. If one deferment (medical or humanitarian) removes an Airman's availability for consideration to complete in-residence within the remaining 12-month period due to the nature of the deferment, then they will complete the respective DL course offered by AFGC.

#### 1.2. Waiver Specifications.

1.2.1. **Final approval authority: MAJCOM/CC:**

1.2.2. Utilize Request for EPME Attendance Waiver for Promotion Memorandum (AFI 36-2502 Attachment 3) – A template can be found in the attachment section of this document.

1.2.3. Required signatures PRIOR to MAJCOM submission: Wing/CC and NAF/CC (or equivalent).

1.2.4. All waiver requests will be forwarded to COMACC for final approval/disapproval regardless of Wing/CC and NAF/CC concurrence/non-concurrence.

1.2.5. Approved waivers must be submitted by the member's servicing MPF via CMS case to AFPC/DPMSPP.

#### 1.3. Routing Process.

1.3.1. Unit-Level Routing: Waivers begin at the member's unit, then route for Wing/CC (or equivalent) review and endorsement.

1.3.2. Submission for MAJCOM/CC Approval: Wings send endorsed waiver package(s) to the NAF/Center A1 for commander concurrence/non-concurrence. NAF/Center A1s submit

package(s) to EPME org inbox: [ACCA1.A1KB.EnlistedForceDev@us.af.mil](mailto:ACCA1.A1KB.EnlistedForceDev@us.af.mil) NLT 1st duty day of the month.

1.3.3. MAJCOM Routing via TMT: Once received, A1KB routes the waiver for approval via TMT to COMACC on the 5th duty day of the month.

1.3.4. Return to A1KB: Following COMACC approval/disapproval of the waiver(s), the package(s) will be returned to A1KB via TMT.

1.3.5. Return to Unit: A1KB will send the waiver back to the NAF/Center A1 for return routing NLT the last duty day of the month.

1.3.6. Approved Waivers sent to AFPC: The member's servicing MPF must submit approved waiver packages via CMS case to AFPC/DPMSPP, who will update MilPDS accordingly.

## Chapter 2

### AIRMAN LEADERSHIP SCHOOL (ALS) TDY PROCEDURES

#### 2.1. Overview.

2.1.1. This chapter standardizes Air Combat Command's process for geographically separated unit (GSU) members attending ALS on TDY for Professional Military Education (PME) orders.

2.1.2. Strict adherence to this instruction is mandatory. Failure to comply may result in financial burden on the member or rescission of the Line of Accounting (LOA). ALS Commandants/Instructors do not have approval authority or financial oversight over authorizations/vouchers. Deviation from these instructions must be pre-coordinated through the member's unit Resource Advisor (RA) and approved by ACC/A1KB.

#### 2.2. Roles and Responsibilities.

2.2.1. **Member:** Responsible for the timely submission of TDY authorization in the Defense Travel System (DTS) and coordinating with the unit's RA for lodging questions prior to travel; adhering to transportation and reimbursement guidelines during travel; and processing the travel voucher within five (5) duty days of travel completion (IAW DOD DTS-3 requirements).

2.2.2. **Unit Leadership (First Sergeant/Senior Enlisted Leader):** Responsible for coordinating ALS class/schoolhouse assignments between commandants, ACC/A1KB, and the member. Ensure member's awareness of timelines, requirements, and expectations and contact the ALS Commandant for emergencies.

2.2.3. **Organizational DTS Authorizing Official (AO) and Defense Travel Administrator (ODTA):** Responsible for ensuring the member has been cross-org'd with the correct LOA information. Assist with any DTS submission questions/issues.

2.2.4. **ACC/A1KB:** Responsible for cross-org'ing the ALS registrants to the appropriate LOA, approving travel authorizations/vouchers, coordinating exceptions to authorization timelines and pre-departure approval.

2.2.5. **ALS Staff:** Responsible for providing up-to-date reporting instructions and addressing student extenuating circumstances in coordination with home station leadership.

#### 2.3. General Procedures and Guidelines.

2.3.1. Unit must submit the ALS Attendance Confirmation letter (Atch 1) to AFPC within ten (10) duty days of the course start date (CSD). Units who fail to submit ALS Confirmation Letter prior to travel, without proper justification, will assume financial responsibility for the member's travel.

2.3.2. Authorizations must be approved by ACC/A1KB within five (5) duty days of CSD. The unit's RA or First Sergeant should coordinate exceptions with ACC/A1KB prior to the CSD.

2.3.3. Authorizations submitted after the CSD will not be approved without proper justification. The unit will be financially responsible for the member's travel expenses if DTS authorization is not completed prior to departure.

#### **2.4. DTS Authorization Submission and Lodging Guidance.**

2.4.1. The members must initiate and submit their TDY authorization in DTS within five (5) duty days of receiving the LOA. This ensures timely obligation of funding.

2.4.2. Failure to submit the authorization within 5 duty days will result in the LOA being rescinded.

2.4.2.1. **DTS Coordination:** Unit leadership will coordinate with the member to ensure timely and accurate DTS submission.

2.4.2.2. **Lodging:** Member(s) are directed to stay on base. Off base lodging is not authorized without prior approval from ACC/A1KB.

2.4.2.3. **Non-Availability Letter (NA):** When government quarters are not available, members are required to obtain a NA letter from the on-base lodging registration process to justify reimbursement for commercial lodging and per diem.

2.4.2.4. **Commercial Lodging Booking:** Travelers are required to book preferred commercial lodging through DTS or CI Travel.

2.4.2.5. **Required Documentation in DTS:** An ALS Attendance Confirmation memorandum must be uploaded to the DTS authorization, NAF TDY Worksheet and Constructed Travel Worksheet (CTW) if applicable.

2.4.2.6. **Rental Car Authorization:** ACC EPME (A1KB) will not fund a rental car. Member(s) may request unit funding for a rental car at the unit commander's discretion.

**2.5. Transportation Guidelines.** When arranging TDY travel, the goal is to choose the transportation method that's most beneficial to the Government. The AO makes the final decision. Reference the Defense Transportation Regulation (DTR) 4500.9-R for current travel guidance and requirements for the general order of preference

**2.6. Release from ALS.** Members who do not pass the physical assessment and/or do not meet standards (non-academic) during ALS training will be returned home at the unit's expense. **Note:** MAJCOM provides funding for GSU students attending ALS.

HARDY T. GILES II, Colonel, USAF  
Director of Manpower, Personnel & Services

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

AFH 33-337, *The Tongue and Quill*, 27 May 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 26 September 2024

DAFI 36-2685, *Total Force Enlisted Developmental Education*, 20 March 2026

DTR 4500.9-R, *Defense Transportation Regulation*, current edition

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Product*

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center

**ALS**—Airman Leadership School

**AO**—Authorizing Official

**CSD**—Course Start Date

**CSS**—Commander Support Staff

**DTS**—Defense Travel System

**EPME**—Enlisted Professional Military Education

**ETP**—Exception to Policy

**LOA**—Line of Accounting

**MAJCOM/CC**—Major Command/Commander

**MPF**—Military Personnel Flight

**NAF**—Numbered Air Force

**PME**—Professional Military Education

**RA**—Resource Advisor

**UTM**—Unit Training Manager

***Office Symbols***

**ACC/A1KB**—ACC Career Development Branch

## Attachment 2

## ALS ATTENDANCE CONFIRMATION

Figure A2.1. ALS Attendance Confirmation.

(Letterhead required)				DATE
MEMORANDUM FOR ACC/A1KB				
FROM:				
SUBJECT: ALS Attendance Confirmation				
1. The individuals below have been selected to attend Class XXXX at the SCHOOL HOUSE NAME (ALS). The class dates are XXX-XXX. The members will attend class in a TDY-and-return status.				
<u>Name</u>	<u>Rank</u>	<u>SSAN</u>	<u>TLN</u>	
2. The Airmen will be housed in base lodging or an off-base hotel if there is no availability. A dining facility is available for use at the TDY location.				
3. If you have any questions, please contact the ALS staff by phone at or via email at				
ALS Commandant				
<b>NOTE:</b> Example not to scale. Recommend letterhead IAW AFH 33-337, <i>The Tongue and Quill</i> .				

Attachment 3

EPME ATTENDANCE WAIVER FOR PROMOTION

Figure A3.1. Sample Request for EPME Attendance Waiver for Promotion.

(Letterhead Required)

MEMORANDUM FOR AFPC/DP3SP DATE

FROM: (Member's Unit)

SUBJECT: Enlisted PME Attendance Waiver for Promotion, MSgt Xxxxx X. Xxxxx

1. I request an enlisted professional military education promotion waiver for MSgt Xxxxx X. Xxxxx who is unable to attend the Senior NCO Academy prior to his/her projected Senior Master Sergeant (SMSgt) promotion in accordance with Headquarters Air Force message dated 191915Z Dec 18, "Airmen must not be penalized with a promotion delay as a result of missing Professional Military Education when it is no fault of their own."

2. MSgt Xxxxx was notified of his promotion selection to SMSgt on X March XX. He/She was deferred from Senior NCO Academy class xx-x (x Xxx - x Xxx XX) to support INSERT REASON that required his/her involvement. MSgt Xxxxx was deferred from the next class xx-x (x Xxx- x Xxx XX) by the AF Senior NCO Academy due to his/her medical limitations. He/She is currently scheduled to attend AF Senior NCO Academy Class xx-x (x Xxx - xx Xxx xx). The following information is provided:

<u>NAME</u>	<u>SSAN</u>	<u>AF Spec Code</u>	<u>CURRENT RANK/Date of Rank</u>	<u>PROJ GRADE/Date of Rank</u>
Xxxx X. Xxxx	XXX-XX-6789	XXXXX	MSgt/1 Xxx XX	SMSgt/1 Xxx XX

3. I have reviewed SMSgt Xxxxx's records and there are no other factors that disqualify him/her for promotion. Please contact me with questions at DSN XXX-XXXX or commercial at (123) XXX-XXXX.

XXX X. XXXX, Col, USAF  
Commander

1st Ind, XX/CC

MEMORANDUM FOR XX FSS/FSPD

Recommend approval.

XXX X. XXXX, Brigadier General, USAF  
Commander