COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management.* It provides guidance and criteria 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 publication applies to Department of the Air Force (DAF) civilian employees and uniformed members of the United States Air Force (USAF), United States Space Force (USSF), the Air Force Reserve (AFR) and the Air National Guard (ANG), except where noted otherwise. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Total Force Development. All references to USAF terminology, units, and positions will also apply to the equivalent USSF terminology, units, and positions, as appropriate. For example, references to major commands or numbered Air Forces will also apply to Space Force field commands. References to Air Force wings will also apply to Space Force deltas. Air Staff roles and responsibilities (e.g., AF/A1) may also apply to the equivalent Chief of Space Operations (Space Staff) office (e.g., SF/S1), as appropriate. This publication may be supplemented at any level, but all supplements must be routed to the office of primary responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing, unit, or delta 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*, Table A10.1 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 publication OPR for non-tiered compliance items. 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. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

Chapter 1

OVERVIEW

1. Overview. Education Classification and Coding provides a standardized method and instructions for collecting and maintaining education level information for Department of the Air Force (DAF) military service members and civilians. The DAF uses education level and education specialty information for various purposes during a service member's career. Currency and standardization of data is required to ensure accuracy of military records.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary of the Air Force 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. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1).

2.2.1. Provides operational oversight and advocacy for DAF Voluntary Education Programs.

2.2.2. Establishes, maintains, coordinates, and operates 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).

2.3.1. Establishes and oversees policies and procedures for Education Classification and Coding.

2.3.2. Coordinates with stakeholders of information systems to establish data linkages to facilitate degree updates for DAF members.

2.4. Air University (AU).

2.4.1. Updates academic records for Regular Air Force and Space Force, Guard, and Reserve officers through the Air Force Institute of Technology (AFIT) Academic Coding Branch (ACB). AFIT/ACB is the only office authorized to update academic records for Regular Air Force and Space Force, Guard, and Reserve officers.

2.4.2. Provides degree-applicable specialty codes for undergraduate degrees in the *AU Catalog*, which is available at: **https://www.airuniversity.af.edu/Registrar/Articles/Category/22396/**.

Chapter 3

GUIDANCE AND PROCEDURES FOR UPDATING ACADEMIC RECORDS

3.1. AFIT/ACB. Will review, classify, and code transcripts to update and maintain officer education levels for entry into the Military Personnel Data System (MilPDS). **(T-1)** Accession agencies and education and training sections (E&TS) will not update officer education data in the MilPDS. **(T-1)**

3.1.1. AFIT/ACB will use official transcripts and official documentation from awarding education institutions as supporting documentation for all education level updates. **(T-1)** AFIT/ACB will only accept transcripts that reflect degree award/conferral dates. **(T-1)**

3.1.2. AFIT/ACB will maintain all supporting documentation in the AF Automated Education Management System (AFAEMS) for audit purposes. **(T-1)**

3.2. AFIT Graduate Education Division (AFIT/CIG). AFIT/CIG will not return transcripts for members' personal use or release outside of the Department of Defense. **(T-1)** Transcripts received by AFIT/CIG become DAF property to be used for Department of Defense purposes only. AFIT/CIG may grant internal requests on a case-by-case basis.

3.3. AU. AU degree-applicable specialty codes are located in the *AU Catalog*. Send questions regarding these codes to the AU Registrar at **au.a3r@us.af.mil**.

3.4. Base Education and Training Section (E&TS) staff will:

3.4.1. Use official transcripts from the awarding education institution for enlisted education level updates. When official transcripts are not available, acceptable documentation will be on institution letterhead that includes the conferral date and the registrar's signature, submitted via the Academic Institution Portal in AFAEMS. **(T-1)**

3.4.2. Maintain supporting documentation in the AFAEMS. **(T-1)**

3.4.3. The organizations listed in **Table 3.1** must obtain official documentation to validate DAF members' academic credits/degrees earned and to update their official personnel records. **(T-1)**

3.5. Air Force Recruiting Service will:

3.5.1. Obtain official transcripts for officer recruits, attach transcript to DD Form 1966, *Record of Military Processing – Armed Forces of the United States*, and send the package to the 737th Training Squadron. **(T-1)**

3.5.2. Obtain official transcripts for all recruits other than those noted in **Table 3.1**, file the transcripts in the member's original accession package, and forward to the member's gaining Force Support Squadron Military Personnel Flight. **(T-1)**

Table 3.1. Education Updates for Accessions.

RULE	A If a member is	B then an official transcript is	C and sent to the following for updates	D within
1	an officer accessed for the first time into DAF	attached to DD Form 1966 by the DAF recruiter	AFIT/ACB for education level update **Note:** Within AFRC, also send to the respective Reserve Education and Training Office) (**Note 2**)	90 calendar days of accession. **(T-1)**
2	an Officer Training School graduate (except Airman Education and Commissioning Program and nurses)	obtained by the officer trainee	AFIT/ACB (Note 2)	90 calendar days of graduation. **(T-1)**
3	U.S. Air Force Academy graduate	obtained by the United States Air Force Academy USAFA/DFRR Dean of Faculty, Examination and Records		
4	an Air Force Reserve Officer Training Corps (AFROTC) graduate	obtained by the Professor of Aerospace Studies at AFROTC detachment		
5	an AFROTC distinguished graduate	submitted with the Distinguished Graduate Certificate with the AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*	Air Force Personnel Center (AFPC) Officer Accessions (AFPC/DP1TSA) at AFPC.DP1.Accessions@us.af.mil and member's master personnel record in Automated Records Management System (ARMS) for updates. **(T-1)**	Within 5 business days of commissioning. **(T-1)**

R U L E	A If a member is	B then an official transcript is	C and sent to the following for updates	D within
6	a Medical Services Officer (for AFSCs 4XXX) through Direct Commission Medical Services Officer Program	obtained by AFPC Medical Career Management Division (AFPC/DP2N) for certification and verification	AFPC Line of Air Force (LAF) Officer Accessions (AFPC/DP1TSA) at AFPC.DP1.Accessions@us.af.mil and member's master personnel record in Automated Records Management System (ARMS) for updates. **(T-1)**	as soon as available, but no later than 90 calendar days of commissioning. **(T-1)**
7	an officer accessed through the Direct Commission Chaplain Program	obtained by the AFPC Chaplain Career Management Branch (AFPC/DP2NH)	AFIT/ACB	90 calendar days of accession. **(T-1)**
8	an officer accessed through the Direct Commission Judge Advocate Program	obtained by the Headquarters Air Force Office of the Judge Advocate General, Professional Development (HQ USAF/JAX)	AFIT/ACB (**Note 2**)	
9	military doctor or dentist with a professional (MD, DO, DMD, or DDS) degree	obtained by the Air Force Centralized Credentials Verification Office, (AFCCVO) for primary source verification	AFPC/DP2N for certification and verification and in turn sent to AFIT/ACB (**Note 2**)	

RULE	A If a member is	B then an official transcript is	C and sent to the following for updates	D within
10	a physician contractually obligated through Health Professions Scholarship Program, Financial Assistance Program and AFROTC completing their training in deferred status	obtained by AFPC/DP2NP	AFPC/DP2N for certification and verification in turn sent to AFIT/ACB (**Note 2**)	90 calendar days of the certification process. (**T-1**)
11	a foreign medical officer	obtained by the Physician Career Management Branch (AFPC/DP2NP) and ensures that the Educational Commission for Foreign Medical Graduate certificate is attached to an International Medical Graduate transcript	AFIT/ACB (**Note 2**)	90 calendar days of accession. (**T-1**)
12	approved by Air Reserve Personnel Center (ARPC) for commission in the Air Reserve Component (ARC)	obtained by AFRC/RS, AFRC/SG, AFRC/HC and AFRC/JA		
13	accessed via Direct Commissioning Program or through an inter-service transfer into Reserve programs as medical services officers, chaplains, or judge advocates. (**T-1**)	obtained from the Air Force Recruiting Service and Judge Advocate	AFIT/ACB (**Note 2**) Air Reserve Personnel Center Accessions Branch (ARPC/DPAR)	
14	approved by Officer Programs and Policy Branch (NGB/A1PO) for commission in the Air National Guard (ANG)	obtained by State Joint Forces Headquarters	AFIT/ACB (**Note 2**)	90 calendar days. (**T-1**)

R U L E	A If a member is	B then an official transcript is	C and sent to the following for updates	D within
15	an officer and has earned a degree, credits, or a certificate through a program other than those covered in rules above and after commissioning and accession	requested and paid for by the officer from the college or university awarding the degree or credits		
16	enlisted and has earned a degree, credits or certificate after accession (**Note 3**)	requested and paid for by the enlisted member from college/ university/school awarding the degree or credits	Base E&TS	
17	an Airman accessed for commission in the Air National Guard	obtained by Joint Forces Headquarters	AFIT/ACB (**Note 2**) **Note**: AFIT/ACB does not have access to the individual's records and cannot perform any updates until the member is commissioned.	90 calendar days of commissi on. (**T-1**)
18	earns a Foreign Medical Graduate certificate	the Physician Career Management Branch (AFPC/DP2NP) ensures the Educational Commission for Foreign Medical Graduate certificate is attached to an International Medical Graduate transcript	AFIT/ACB for update for Foreign Medical Officers. (**T-1**)	90 calendar days of certificate completio n. (**T-1**)

R U L E	A If a member is	B then an official transcript is	C and sent to the following for updates	D within

Notes:
1. AFPC/DP2ND (for AFSC 47XX), DP2NN (for AFSC 46XX), DP2NP (for AFSCs 44XX, 45XX, and 48XX), DP2N (for AFSC 41AX), DP2NW (for AFSCs 42XX and 43XX).
2. Does not apply for Air Reserve Component officers not on extended active duty.
3. Not required for Community College of the Air Force degrees or other Tuition Assistance (TA) funded degrees via the Air Force Voluntary Education Center (AFVEC).

3.6. After Accession:

3.6.1. Officers must purchase an official transcript from the degree awarding education institution and have it forwarded through mail or electronic means to AFIT/ACB at **afit.coding@afit.edu** within 90 calendar days of graduation. **(T-1)**

3.6.2. Enlisted service members commissioned through any recognized DAF commissioning program must purchase an official transcript from the degree awarding education institution and have it forwarded through mail or electronic means to AFIT/ACB at **afit.coding@afit.edu** within 90 calendar days of graduation or program completion. **(T-1) Note**: Transcripts for degrees awarded by AU are not required and will not be updated. The education level update occurs via the AU Student Transcript Admission Record System data transfer. Degrees below the bachelor level are not updated for DAF officers.

Chapter 4

EDUCATION LEVEL UPDATES

4.1. Accreditation. The system of institutional accreditation recognizes educational institutions and professional programs affiliated with those institutions for level of performance, integrity, and quality, which entitles them to the confidence of the educational community and the public they serve. The DAF recognizes schools with nationally recognized institutional accreditation and candidacy for education level updates. Other schools require additional recognition as outlined in this instruction.

4.1.1. The Department of Education provides a directory of accredited institutions and programs at the following website **https://www2.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 updates must use one of these sources to verify accredited institutions and candidates for accreditation. **(T-1)** 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.

4.1.2. Universities, colleges, or training schools that do not meet any of the criteria mentioned in **paragraph 4.1** should submit a 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 documentation to prove accreditation, candidacy, or federal degree granting authority. This information will be forwarded to the Digital Transformation Activity Human Capital Management Requirements Branch (DTA/DPRH) for addition into the MilPDS. **(T-1)**

4.2. Acceptable Documentation.

4.2.1. Non-accredited Institutions. Accept documentation for education level updates only if the member 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. **(T-1)**

4.2.2. International Institutions. Accept documentation for education level updates of courses completed only when the member obtains an evaluation of the completed courses from foreign institutions. **(T-1)** The evaluation must state the degree summary and U.S. equivalency on the first page and contain a class-by-class evaluation. **(T-1)** Enter educational achievement obtained at international institutions in the official records only after proper evaluation and foreign transcripts have been received. An accredited school (other than AU centers/schools) or a private evaluation agency must accomplish the evaluation and only evaluation agencies that are members of the National Association of Credential Education Services are acceptable. DAF members are responsible to fund any costs incurred for an evaluation. **(T-1)**

4.2.3. High School. Accept high school diplomas from accredited institutions 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 a DAF Reserve Component, a DD Form 214, *Certificate of Uniformed Service,* is an acceptable source document for verifying high school completion.

4.2.4. Letter of Intention to Graduate. For individuals that have completed all the requirements for a degree, but the college has not yet awarded/conferred the degree, a 90-day temporary update may be requested. Members must request the institution send an official letter on institution letterhead stationery signed by the university registrar's office which must include: the student's name, degree (or major area of study), degree or program level (e.g., certificate), number of hours completed or date of completion of degree requirements, and the date the degree will be awarded/conferred. **(T-1)** Individuals must ensure an official degree posted transcript is provided to AFIT/ACB (officers) or the base E&TS (enlisted) once available but no later than 90 days after conferral or the update will be removed from the member's record. **(T-1)** If the degree has already been awarded, official transcripts must be sent for record updates and the conferral date must be used to update a member's permanent academic record. **(T-1)** If after 90 days the degree is not awarded/conferred for enlisted members meeting promotions boards, the E&TS will notify AFPC/DP2SPP regarding the degree removal and provide all pertinent details to initiate the process to correct erroneous board information. **(T-1) Note**: Letters will not be accepted if they contain pending actions by the university to include financial, academic, or other audits. **(T-1)**

4.2.4.1. Associate Degree. Accept official transcripts from accredited institutions. For the AU Associate of Applied Science degree, AU updates the member's education level based on AU credit hours recorded and award status. **Note:** Degree levels below the bachelor level are not updated for DAF officers unless specifically required, e.g., Air National Guard Nurse Corps personnel. Technical/occupational certificates are not updated for DAF officers. **(T-1)**

4.2.4.2. Less than a Bachelor's Degree. Accept education credits 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 DAF officers unless specifically required, e.g., Air National Guard Nurse Corps personnel. Technical/Occupational certificates are not updated for DAF officers. AU/CCAF maintains awarded degree records for enlisted service members who were commissioned as DAF officers. **(T-1)**

4.2.4.3. Bachelor's Degree and above. Accept official transcripts from accredited institutions or when the institution has federal degree-granting authority and is identified as offering the appropriate degree level (e.g., master's, doctorate, etc.). **(T-1)**

4.2.4.4. Certificate. The only professional certificates the E&TS staff members are allowed to update in the MilPDS are those assigned to academic codes and included on official college transcripts. **(T-1)**

Chapter 5

EDUCATION LEVEL UPDATE PROCESS

5.1. 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. DAF will not reimburse transcript fees. Transcripts and documentation must be mailed or sent electronically from the issuing institution directly to AFIT/ACB. **(T-1) Note:** Transcripts issued to students will be accepted if they are in an originally sealed, unopened envelope from the issuing institution. **(T-1)**

  5.1.1. AFIT/ACB will update officer education levels for initial accessions, after initial entry, and initial education level updates in the MilPDS and upload the source documents into the Air Force Automated Education Management System (AFAEMS) for audit purposes as outlined in **paragraph 3.1.2** If the accessions source fails to provide AFIT/ACB the official transcripts to update the member's records as instructed in **Table 3.1**, it becomes the member's responsibility to provide AFIT/ACB the official transcripts. **(T-1)**

  5.1.2. For line officers attending AFIT-sponsored programs (including AFIT civilian institution programs), AFIT/ACB updates the member's record with the education level and degree program Academic Specialty Code (ASC) upon receipt of official transcripts and AFIT/CIG (Civilian Institution) source document reflecting the ASC that the member was sponsored to receive. **(T-1)**. **Note**: If the degree program indicated on a transcript differs from the AFIT/CIG ASC source document, AFIT/ACB will consult with the Air Force Learning Division, Education Branch (AF/A1DLE) for clarification before updating the record. **(T-1)** ASCs are in **Table 6.1**.

  5.1.3. For medical personnel attending in-residence AFIT graduate programs, AFIT/ACB updates a member's record upon receipt of an official transcript and AFIT Graduate Health Care Division (AFIT/CIM) source document reflecting the ASC that the member was sponsored to receive. **(T-1)** Members requesting an ASC change must first obtain approval from AFIT/CIM through HQ USAF. **(T-1)**

  5.1.4. For medical personnel attending AFIT-sponsored programs, AFIT/ACB updates a member's record upon receipt of official/source documentation from AFIT/CIM. **(T-1)** The appropriate AFPC/DP2N office (by AFSC) approves exceptions to this procedure. **(T-1)**

5.2. Enlisted Updates. The Air Force Voluntary Education Center (AFVEC) and the CCAF has automated features for incremental degree updates and degree conferral. However, if transcripts are needed, then the service member is responsible for ensuring the accuracy of their education records annually and to contact the issuing institution and fund the cost of any transcripts and documentation needed to update their military records. The DAF will not reimburse members for transcript fees. Transcripts and documentation must be mailed or sent electronically from the issuing institution directly to the base E&TS. **(T-1)** The E&TS will accomplish the education level update in AFAEMS and load source documents into AFAEMS for audit purposes. The source document must include the conferral date. **(T-1) Note:** Transcripts issued to students will be accepted if they are in an originally sealed, unopened envelope from the issuing institution or the E&TS can verify the transcript as official, not maintained by student. **(T-1)** If verified, the E&TS

will sign and date the transcript copy, including a statement verifying its official nature, and maintain the copy in the E&TS office. **(T-1)**

5.2.1. Initial Enlistment. DD Form 1966 with transcript attached, substantiates education data for those accessed into the DAF. The 737th Training Squadron staff files these forms in the Automated Records Management System. **Note**: For DAF Reserve Component members, official transcripts must be sent to the servicing Reserve military personnel flight/education and training function. **(T-1)**

5.2.2. After Initial Enlistment. The base E&TS evaluates education achievements for enlisted personnel and updates their records (as described in **paragraph 5.2**) and inputs data in the MilPDS and the AFAEMS. **(T-1)**

5.2.3. For senior noncommissioned officers meeting a promotion or other selection board, or eligible for assignment, and official transcripts are not immediately available, the base E&TS will accept an official letter, on school letterhead stationery, signed by the institution's registrar verifying the member's education accomplishment. **(T-1)** 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 degree requirements completed, and date of graduation or degree award if different from date degree requirements completed. **(T-1)** The base E&TS 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 official documentation, the E&TS will update the member's education level and the member will provide updated data to AFPC/DP2SPP. **(T-1)** These updates are valid for a 90-day temporary update.

Chapter 6

EDUCATION CLASSIFICATION AND CODES

6.1. Coding of Academic Specialty. The academic specialty code (ASC) identifies (in the following order) the general area of study, the major education field, the specialization, and the sub-specialization. **Table 6.1** provides a list of ASCs commonly used in the DAF. A complete list of the breakout codes for the academic fields is located in the AFAEMS Resource Section. To determine the appropriate ASC, it may be necessary to review the school's catalog as well as discuss with the school and student.

Table 6.1. Academic Specialty Codes.

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 Management	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
Note: A complete list of breakout codes for academic fields is in the AFAEMS Resource Section.	

6.2. Coding of Education Level.

6.2.1. Each education level has a single alpha or numeric character code in the MilPDS.

6.2.2. Education Levels within the 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. **Table 6.2** lists the various MilPDS education level degree codes.

6.2.2.1. A maximum of five education levels may be assigned and coded for DAF military members.

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

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

Table 6.2. MilPDS Education Level Degree Codes.

Data Items and Explanation	Data Codes
Less than high school completion (no certificate, diploma or GED equivalency)	A
Successfully completed high school-level GED battery, but does not have a high school diploma or certificate of equivalency	B
High school completion (state certificate or equivalency)	C
High school completion (diploma)	D
Completed from 12 to 29 semester hours or 18 to 44 quarter hours of post-secondary education (note 1)	E
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)	F
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)	G
Awarded an associate degree	H
Registered nurse (graduate of a diploma school program)	I

Data Items and Explanation	Data Codes
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: -- At least 20 semester hours or 30 quarter hours must be upper division credit junior or senior: 300 - 400 level -- 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.	J
Awarded a baccalaureate degree	N
Completed 15 or more semester hours or 22 or more quarter hours of graduate work above baccalaureate level	O
Awarded a master's degree	P
Completed 30 or more semester hours or 45 or more quarter hours of graduate work above master's level; doctoral candidate (all but dissertation)	Q
Awarded a doctoral degree (does not include honorary or professional degrees)	R
First professional degree – a degree or certificate conferred on completion of academic and professional requirements for selected professions as follows: Chiropody or Podiatry (DSC or PodD) Dentistry (DDS or DMD) Medicine (MD) Optometry (OD) Osteopathy (DO) Pharmacy Veterinary Medicine (DVM) Law (LLB or JD) Theology (DB, Rabbi, or other first professional degree)	S
Second professional degree	T
Third professional degree	U
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)	2
Currently in an AFIT doctoral completion program (note 3)	3
Currently in an AFIT First Profession Degree Program (note 4)	4
Currently in an AFIT Second Profession Degree Program (note 4)	5
High School senior (ANG and AFRES members only)	6
Obsolete. Only historical records exist in MilPDS; (e.g., engineer, industrial hygienist, certified public accountant, data processor, architect, teacher, etc.)	7
Technical/Occupational certificate program (note 5)	8
NOTES: 1. For institutions that express credit values in other than semester or quarter hours, translate each 15 contact hours to equal one semester hour. 2. Applies to Airmen and Guardians who are enrolled in the Airman Education	

Data Items and Explanation	Data Codes
and Commissioning Program (AECP) 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's degree programs. 4. Applies to officers assigned to AFIT and enrolled in civilian institution scholarship, special certificates, or postdoctoral program. 5. Technical/Occupational certificate programs must be documented on an official academic transcript.	

Table 6.3. 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)	P
AFIT Graduate School of Engineering and Management	R
Scholarship Programs	S
Tuition Assistance (TA) Program	T
Other (Paid out of pocket or non-AF sponsored scholarship)	X
Not Sponsored by Military	Y
Unknown	Z
NOTE: When in doubt, choose the code for the resource used to obtain the education	

Chapter 7

MISCELLANEOUS EDUCATION RECORD UPDATES

7.1. Miscellaneous Education Record Updates. Other updates to officer and enlisted military education records do not involve education levels or ASCs. **Table 7.1** lists a few of these updates.

Table 7.1. Miscellaneous Education Record Updates.

RULE	A	B	C	D
	If a member is	then	to	within
1	an AFROTC distinguished graduate	The AFROTC school staff submits the Distinguished Graduate Certificate via myPers with the AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*	AFPC LAF Officer Accessions (AFPC/DP1TSA formerly AFPC/DP1TAM) and member master personnel record in the Automated Records Management System	5 business days of commissioning.
2	an Officer Training School distinguished graduate	The Officer Training School staff submits the Distinguished Graduate certificate via myPers with the commissioning package	AFPC LAF Officer Accessions (AFPC/DP1TSA formerly AFPC/DP1TAM) and member master personnel record in the Automated Records Management System	5 business days of commissioning.
3	graduated or eliminated from AFIT	Assign AFIT/CIG (code C) and AFIT, Graduate Health Care Division (AFIT/CIM) (code R)	AFIT/ACB Enlisted graduates must request their transcripts be sent to their servicing base E&TS. **(T-1)**	90 calendar days of graduation or elimination. **(T-1)**

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFPD 36-26, *Total Force Development and Management*, 15 April 2022

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Air University Catalog

Prescribed Forms

None

Adopted Forms

AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 214, *Certificate of Uniformed Service*

DD Form 1966, *Record of Military Processing – Armed Forces of the United States*

Abbreviations and Acronyms

AFAEMS—Air Force Automated Education Management System

AFCCVO—Air Force Centralized Credentials Verification Office

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AFROTC—Air Force Reserve Officer Training Corps

AFVEC—Air Force Virtual Education Center

ARC—Air Reserve Component

ARMS—Automated Records Management System

ARPC—Air Reserve Personnel Center

ASC—Academic Specialty Code

AU—Air University

CCAF—Community College of the Air Force

DAF—Department of the Air Force (Air Force and Space Force)

DAFI—Department of the Air Force Instruction

E&TS—Education and Training Section

LAF—Line of Air Force

MilPDS—Military Personnel Data System

USAF—US Air Force

USSF—US Space Force

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1D—Directorate of Force Development

AF/A1DLE—Air Force Learning Division, Education Branch

AF/RE—Chief of Air Force Reserve

AF/RS—Air Force Recruiting Service

AFIT/ACB—AFIT Academic Coding Branch

AFIT/CIG—AFIT Graduate Education Division

AFIT/CIM—AFIT Graduate Health Care Division

AFPC/DP1TSA—AFPC Officer Accessions

AFPC/DP2N—AFPC Medical Career Management Division

AFPC/DP2ND—AFPC Dental, Medical Career Management Branch

AFPC/DP2NH—AFPC Chaplain Career Management Branch

AFPC/DP2NN—AFPC Nurse and Civilian Medical Career Management Branch

AFPC/DP2NP—AFPC Physician Career Management Branch

AFPC/DP2NW—AFPC Bio—Med Science and Enlisted Medical Assignments Branch

AFPC/DP2SPP—AFPC Promotions Operations Security

AFRC/HC—Air Force Reserve Command Chaplain

AFRC/JA—Air Force Reserve Command Staff Judge Advocate

AFRC/SG—Air Force Reserve Command Directorate of Health Services

AFRC/RS—Air Force Reserve Command Directorate of Recruiting Service

ARPC/DPAR—Air Reserve Personnel Center Accessions

DTA/DPRH—Digital Transformation Activity Human Capital Management Requirements

HQ USAF/JAX—HAF Judge Advocate General Corps' Professional Development Directorate

NGB/A1PO—National Guard Bureau Officer Programs and Policy

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

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

Terms

Air Reserve Component—The combination of the Air National Guard and the Air Force Reserve; together they are called the Air Reserve Component. Air Force Policy Directive 10-3, *Air Reserve Component Forces*, establishes policy to fully integrate the Air National Guard, Air Force Reserve, and Regular Air Force into a single Total Force.

Certification—The recognition or credential given to an individual who has met predetermined qualifications set by an agency of government, industry, or a profession.

Education—academic and experiential learning focused on general bodies of knowledge, principles within a given discipline, and habits of the mind. This type of learning is applicable to a broad spectrum of foundational and/or occupational competencies.

Extended Active Duty—An active duty status other than active duty for training or temporary tours of active duty. Personnel on extended active duty are assigned to an active duty unit, and accountability is against active force strength.

Official Transcript—Hard-copy transcripts and other academic records are considered "official" when they arrive at a formal office requiring official transcripts (E&TS, AFIT, etc.) in a sealed, stamped, official envelope with the seal and any other security feature intact. Electronic transcripts are considered "official" when a formal office requiring official transcripts receives them from a secure site formally linked to the sending institution or testing service. Academic records received in any other condition, such as transcripts that arrived in an unsealed envelope, emailed, or uploaded by the student, or printed from the university portal, are not considered "official."

Standard—An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.