

MEMORANDUM FOR AFIT STUDENT SUPPORT DIVISION

FROM: _____

(Full Name & Address)

SUBJECT: Supplemental AF Form 475 Education/Training Reports

1. I, _____ (Full name), _____ (SSN) request a supplementation to my official military records. This request concerns reporting during my degree completion from _____ (Class start date) to _____ (Last day attended school).

2. I have completed all my education requirements for a _____ (MA/MS/PhD) degree on _____ (Date) to include thesis/dissertation.

3. My duty AFSC is _____.

4. I have ensured all my official degree-posted transcripts have been forwarded to AFIT/SCIB per AFI 36-2305 and AFI 36-2406. The transcript is required to complete the supplemental or corrected Training Report.

5. I am / am not meeting a promotion board this year.

6. I have attached a copy of my original AF Form 475, which states “Thesis or dissertation not completed during AFIT tour.” If you have any questions or need more information, I can be contacted at _____, fax number _____, and email address _____.

7. My local Military Personnel Flight address and phone number are below:

(MPF phone number, preferably DSN)

(Signature)

(Full Signature Element)

Attachment:
Previous AF Form 475

Please email to Student.Services@afit.edu