



The Graduate School of Engineering and Management's **Officer Education Newsletter**

25 April 2011

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Purpose: This newsletter is normally published each year in January and it informs Air Force officers and Education Services Offices of the advanced academic degree (AAD) programs funded by the United States Air Force. However the AAD/SPEED message from HQ AFPC has not been published thus this Newsletter will reflect the process and known submission dates only. Any AF officer selected for an AAD assignment by HQ AFPC in 2011 has a report date which corresponds to the 2012 Fall Term start dates of the assigned institution (that is the Graduate School of Engineering and Management, the Naval Postgraduate School, or a civilian institution) unless otherwise specified. This Newsletter outlines the application process to volunteer for an AAD assignment to the Graduate School of Engineering and Management (AFIT), the Naval Postgraduate School, or to a civilian institution.

About AFIT: The Air Force Institute of Technology, or AFIT, is the Air Force's graduate school for engineering and management as well as its institution for technical professional continuing education. A component of Air University and Air Education and Training Command, AFIT is committed to providing defense-focused graduate and professional continuing education and research to sustain the technological supremacy of America's air and space forces. AFIT accomplishes this mission through three resident schools: the **Graduate School of Engineering and Management**, the School of Systems and Logistics, and the Civil Engineer and Services School. Through its Civilian Institution Programs, AFIT manages the educational programs of officers enrolled in civilian universities, research centers, hospitals, and industrial organizations. Since resident degrees were first granted in 1956, more than 16,500 graduate and 365 doctors of philosophy degrees have been awarded. Air Force students attending civilian institutions have earned more than 12,000 undergraduate and graduate degrees in the past twenty years. Finally, AFIT manages six Centers of Excellence supporting DoD missions' worldwide (see <http://www.afit.edu>).



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Academic Institution Determination: The academic institution used to educate the selected officer is determined by the Office of Admissions and Registrar, Graduate School of Engineering and Management, at the Air Force Institute of Technology (AFIT/ENER). This authority is in accordance with AF/A1D policies and directives. Thus school designation is not at the discretion of the selected officer, but is directed by A1DL policy. If the academic program is taught on campus at AFIT, selected officer is assigned there. If the program is not taught at AFIT, the selected officer is assigned to the Naval Postgraduate School (NPS). Civilian institutions are used for programs not taught at AFIT or at NPS.

Requirements for a Sponsored Assignment: Two conditions must be met for assignment to an AF sponsored advanced academic degree assignment:

- (1) AF personnel must be acceptable for admission by the designated academic institution teaching the AAD quota program for which the officer is selected.
- (2) AF personnel must be selected by HQ AFPC for the AF sponsored assignment.

Admission Issues: Any person seeking an advanced academic degree must be properly admitted to the institution which is sponsoring the advanced degree. For Graduate School of Engineering and Management resident programs, academic eligibility is determined by the Office of Admissions and the Registrar at the Graduate School of Engineering and Management in accordance with admission criteria established by each academic department.

(1) Normally, interested personnel request/establish their academic eligibility for the resident programs taught at the Graduate School of Engineering and Management prior to being considered / selected by HQ AFPC for an AAD assignment.

(2) Personnel seeking assignment for advanced education in curricula not taught at the Graduate School of Engineering and Management may or may not have been admitted to NPS or a civilian institution prior to selection by HQ AFPC. However, before an NPS or civilian

institution selectee's assignment is finalized, the Officer must be admitted by NPS or the appropriate civilian institution.

(3) Personnel selected by HQ AFPC who cannot be placed into school for academic reasons will be withdrawn from consideration and replaced by HQ AFPC with alternate nominees.

Selection Process: HQ AFPC selects personnel for AAD sponsored assignments based on professional performance, promotion potential, assignment availability, and academic background. AF Line Officers should update their Airman Development Plan and apply to their appropriate Assignment Team using AF IMT 3849 by deadlines established for their career field and in accordance with instructions published by HQ AFPC for their career field. **The AF IMT 3849 should not be held by any command waiting on a Letter of Academic Eligibility from AFIT. AFIT request that all applications for academic assessment be submitted by 31 May 2011 which supports HQ AFPC requirements to begin the selection process in June 2011 for 2012 assignment.**

The ongoing selection process for 2012 began when quotas were approved by Air Staff and will continue until all quotas are filled by AFPC. The HQ AFPC instructions for the affected AFSC will be placed under this link when published http://www.afit.edu/en/docs/admissions/AAD_SPEED.pdf.

Officers in AFSC's not listed in the AFPC Instructions should contact their assignment officer for information on AFIT assignment application procedures and deadlines. Officers are directed to the above link or asked to contact their AFPC assignment manager for AAD quotas available to them.

HQ AFPC makes all selections for officer assignment to AAD sponsored programs. If selected for an advanced degree program by HQ AFPC, school placement is dependent upon academic program. NPS becomes an option only if the program for which an AF officer is selected is not taught in residence at AFIT. Civilian Institutions become an option if the program is not offered at AFIT or NPS.

Academic Applications & Evaluations – Personnel Seeking Resident Program Assignment to the Graduate School of Engineering and Management:

Management: AF officers must complete an online application to be considered for academic eligibility for a program taught at the Graduate School of Engineering and Management. The application form and information specific to Air Force personnel can be found at <http://www.afit.edu/en/admissions/index.cfm>. There are no deadlines for submitting an application, Admissions processes applications the year round. (Note – for any given fiscal year quota consideration, each career field may establish a deadline by which officers must apply to HQ AFPC for assignment consideration, and are expected to have established academic eligibility. See “Selection Process” discussion below.) That said AFIT Admissions requests for academic assessments under the 2012 AAD SPEED message be submitted by 31 May 2011. This supports HQ AFPC requirements to begin the selection process in June 2011 for 2012 assignment.

Admission Counselors cannot complete evaluations until the following documents are on file:

- (1) A completed application form,
- (2) Official transcript from each school attended (even if only one course was taken)
- (3) A GRE or GMAT score report (whichever is required according to the Newsletter).

AF Officers may request an academic evaluations for up to three programs, however understand, that it is not required that you request three programs, If only one, or two apply to your career field, then that will suffice.

For many AF officers, transcripts were forwarded to AFIT during the commissioning process. To determine if you have transcripts/test scores on file, email the Admissions at <http://www.afit.edu/en/admissions/contact.cfm?contact=Admissions>. Please remember to include the last four of your Social Security Number in the email.

After the evaluation has been completed, academically qualified personnel receive a Letter of Academic Eligibility (LOAE). The Admissions Office also advises HQ AFPC of eligibility determinations via a monthly spreadsheet. LOAE's are valid indefinitely for resident master's programs and are valid for three years from issue date for resident doctoral programs. Applicants who are not academically eligible for the program(s) requested will receive a guidance letter advising them of that assessment. The Admissions web page is <http://www.afit.edu/en/admissions/index.cfm> and the Graduate School of Engineering and Management Graduate Catalog is found at <http://www.afit.edu/en/docs/AFIT%20Graduate%20Catalog.pdf>. This Newsletter is on-line at http://www.afit.edu/en/admissions/usaf_usmilitaryapply.cfm.

Masters and Doctoral Programs Taught at the Graduate School of Engineering and Management (AFIT), Wright Patterson Air Force Base, OH:

For in-depth descriptions of these programs and academic admission standards please visit the “Programs” link at this link <http://www.afit.edu/en>. Then click on the Program of interest and review the Academic Department’s program description and the Program Guide link (if provided).

Please note that the basic admission standard for each program is an undergraduate degree which, in most cases, supports the masters degree, an overall 3.0 GPA, and GRE tests scores of 500 verbal and 600 quantitative or higher, or GMAT total scores of 550 or higher. Some programs have additional requirements; in particular undergraduate mathematical coursework varies in each program. The Department’s Guides at the above links will assist you in determining the appropriate undergraduate background and graduate background.

In addition, note that the admission standards are nominal requirements that we would like to see on every applicant, however the Graduate School has admitted applicants with grades and/or test scores less than those specified. Thus, it is recommended that you seek an academic assessment regardless of your undergraduate grades and test scores, however understand there are limits to what is feasible. If you are declared academically ineligible for a program we will advise you of the academic shortcomings so that you may consider future corrective actions which may allow the Graduate School to change your academic status.

Normally the next pages address the quotas available however since the AAD/SPEED Message is unavailable these pages will be added at a later date. Yet AF Officers are encouraged to read the AAD/SPEED message since that message reflects the quotas available for 2012.

Academic Applications & Evaluations – Officers Seeking Programs NOT Offered at Graduate School of Engineering and Management, AFIT: AF

officers seeking an advanced academic degree sponsored assignment for programs not taught at the Graduate School of Engineering and Management, AFIT, are not required to be admitted to the gaining school prior to making application to HQ AFPC for assignment consideration. The Admissions Division at the Graduate School will not review an officer's records for programs taught and any other institution, nor will it issue a LOAE for programs not taught at the Graduate School of Engineering and Management.

AAD Programs Not Taught at AFIT: Officers must submit an AF IMT 3849 to their Assignment Team at HQ AFPC for selection consideration. See page 4 "Selection Process" for more information about AF IMT 3849 submission. Officers interested in programs at NPS should submit an on-line application to NPS following guidance below. This should be done prior to submitting an AF IMT 3849 to AFPC for selection consideration. If you are selected for a quota program not taught at the Graduate School of Engineering and Management, you will be assigned to the Civilian Institution Programs Office (AFIT/ENEL) at AFIT for assistance in applying to NPS or a civilian institution.

(1) CIVILIAN INSTITUTIONS REQUIREMENTS: As general guidance only, for master's degrees, an undergraduate **GPA of 2.8** or higher and **GRE scores of 500V/600Q** for technical programs and **500V/500Q for non-technical** programs are adequate to be admitted to an acceptable civilian graduate school. Doctoral programs generally require a master's degree in a related field with a master's level GPA of 3.2-3.5 or higher and GRE scores of 550V/650Q for technical programs and 550V/550Q for non-technical programs. Most civilian universities will require graduate student applicants to have recent GRE and/or GMAT scores (within the last 5 years). Officers who have not taken the GRE and/or GMAT within the past 5 years should plan to take/re-take the test.

(2) NAVAL POSTGRADUATE SCHOOL REQUIREMENTS: Officers interested in AAD quotas that go to the Naval Postgraduate School should submit an NPS online application for prescreening/eligibility. This should be done as soon as the officer decides they want to apply for an AAD opportunity to allow time for NPS prescreening and sending of required documents (transcripts, GRE scores).

a. The application can be found at <http://www.nps.edu/Academics/Admissions/index.html>, click on the Apply On-line link.

b. General NPS admissions requirements can be found at <http://www.nps.edu/Academics/Admissions/Programs/Masters.html>.

c. Officers applying for admission to NPS programs in the Department of National Security Affairs, School of International Graduate Studies, must include scores from the Graduate Record Examination taken within five years of the date of application. Also, 65F officers must submit a current GRE or GMAT score as part of their application package for all NPS programs.

d. Other master's degree-seeking applicants whose transcripts may indicate a weak academic record (low grades in pertinent courses and/or low GPA) are strongly encouraged to have a current GRE to supplement their NPS application. The GRE is required for all PhD applicants.

e. The Naval Postgraduate School (NPS) uses an Academic Profile Code (APC) to evaluate officers' records in regard to the academic requirements for their programs. The numbers equate to levels of GPA, math and science backgrounds. Go to <http://www.nps.edu/Admissions/AdmissionRequirements.html> for more on the APC and <http://www.nps.edu/Academics/Admissions/Documents/APC%20Rules%202010.pdf>.

Normally the next pages address the quotas available however since the AAD/SPEED Message is unavailable these pages will be added at a later date. Yet AF Officers are encouraged to read the AAD/SPEED message since that message reflects the quotas available for 2012.

Coordination with the Civilian Institutions Directorate at the Air Force Institute of Technology:

If selected by HQ AFPC for an NPS or A Civilian Institution program, the Civilian Institutions Directorate at the Air Force Institute of Technology will be your AF POC for coordinating actions before and during your assignment. The contact information for the Civilian Institution Directorate is <https://www.afit.edu/cip> and directory information is at <https://www.afit.edu/cip/directory.cfm>.

Contact information for AF Officers selected to attend NPS is the Civilian Institution Directorate at the Air Force Institute of Technology. Call (800)543-3490, X3026/3021; commercial (937)255-2259 X3026/3021; DSN: 785-2259 ext.3026/3021; FAX: (937)255-5371. E-Mail: enel.nps@afit.edu. Web Site: <https://www.afit.edu/cip>. Mailing address is AFIT/ENEL, 2950 Hobson Way, WPAFB, OH 45433-7221

For contact information for AF Officers selected to attend a civilian institution go to <https://www.afit.edu/cip/directory.cfm> for phone and email contact information.

BSC, MSC, and Nurse Corps Officers: The BSC, MSC, and Nurse Corps officers must make separate application in accordance with respective Corp guidelines for all programs offered under the Surgeon General (see page 11). **The AFIT Admissions Office is not involved with the evaluation or selection of BSC, MSC, and NC officers. However, if a program is taught at AFIT's Graduate School, then the officer must seek a letter of academic eligibility from our Admission office.**

***DID
YOU
KNOW...***

If you are an Air Force officer, your college transcripts may already be on file at AFIT. Before you request they be sent, email an admissions counselor at



[http://www.afit.edu/en/admissions/contact.cfm?contact=Admissions.](http://www.afit.edu/en/admissions/contact.cfm?contact=Admissions)

This could save you both time and money.

SPECIAL PROGRAMS

AF Academy Instructor: This can be an assignment to obtain a master's or a PhD in a field that the Academy needs the officer to teach. The applicant must have a BS/MS in the appropriate field. Go to https://www.afit.edu/cip/faculty_pipeline.cfm. Available areas of study change each year based on the Academy's needs. Selected officers will attend an AFIT resident program (if AFIT offers the degree), NPS, or a civilian university approved by AFIT/ENEL in coordination with the Academy. Contact AFIT/ENEL: DSN 785-2259 ext 3022 or 1 (800) 543-3490 ext 3022 or enel.fac@afit.edu

AFIT Instructor: This can be an assignment to obtain a master's or a PhD in a field that AFIT needs the officer to teach. The applicant must have a BS/MS in the appropriate field. For information on this go to website https://www.afit.edu/cip/faculty_pipeline.cfm. Available areas of study change each year based on the needs of AFIT, but may include: Computer Systems, Operations Research, Engineering and Environmental Management, Engineering Management, Transportation Management, Information Resource Management, Aeronautical Engineering, Electrical Engineering, Mathematics, Statistics, and Applied Physics. Selected officers will attend either an AFIT Resident program (if AFIT offers the degree) or a civilian university approved by AFIT/ENEL in coordination with the sponsoring AFIT Department. Contact AFIT/ENEL: DSN 785-2259 ext 3022 or 1 (800) 543-3490 ext 3022 or enel.fac@afit.edu.

Acquisition Accession Program. This master's degree opportunity is available only to AF ROTC cadets, US Air Force Academy cadets, and Airman Education and Commissioning Program (AECP) students who will graduate and be commissioned between 1 May 10 and 30 Sep 10 into the 61S Scientific or 62E Developmental Engineer career fields. Sixty-two quotas are available for this program, in academic programs to be determined by HQ AFPC based upon needs of the 61S/62E career fields. Approximately 52 quotas will be designated for AFIT resident programs, with approximately 10 being designated for civilian institution programs. Specific application procedures and deadlines will be communicated directly to USAFA cadets through the Academy's Graduate Scholarship Program office and to AF ROTC cadets and AECP students by HQ ROTC/RR by ARMS message in fall 2009. Contact an AFIT Admissions Counselor for more information at <http://www.afit.edu/en/admissions/contact.cfm?contact=Admissions> after 1 Oct 10.

AU Instructor: This can be an assignment to obtain a PhD in a field that Air University needs the officer to teach (ACSC, AWC, SAAS). The applicant must have a MS in the appropriate field. Go to website https://www.afit.edu/cip/faculty_pipeline.cfm. Available areas of study change each year based on the needs of AU, but may include: National Security Studies, Military History, and Political Science. Selected officers will attend a civilian institution approved by AFIT/ENEL in coordination with the sponsoring AU PME School. Contact AFIT/ENEL: DSN 785-2259 ext 3022 or 1 (800) 543-3490 ext 3022 or enel.fac@afit.edu

Basic Meteorology Program: This is a 12-month undergraduate program in meteorology at the Naval Postgraduate School that may result in a BS in Meteorology (most will receive a BS degree; however a degree is not mandatory for successful completion). The student will obtain undergraduate work in meteorology to qualify for the 15W career field. Applicant should have a science or technical degree with one (1) year of calculus through Integral Calculus and one (1) year of calculus-based physics. Applicants for this program are generally USAF Academy and AFROTC cadets in their senior year. Contact AFIT/ENEL DSN 785-2259 ext 3026, 1 (800) 543-3490 ext 3026, or enel.bmet@afit.edu

Chaplain Education: HQ USAF/HC selects Chaplains for graduate chaplain education programs managed by AFIT. For chaplain program eligibility, quotas and application process, please contact your base chaplain office who will in turn contact their MAJCOM on specific application requirements. AFIT/ENEL POC: DSN 785-2259 ext 3045 or dial 1 (800) 543-3490 ext 3045 or go to enel.chap@afit.edu

Education-With-Industry (EWI): Selected Officers will work with industry for 10 months. Go to website <https://www.afit.edu/cip/ewi.cfm>. Contact AFIT/ENEL: DSN 785-2259 ext 3039 or 3033 or 1 (800) 543-3490 ext 3019 or 3033 or enel.ewi@afit.edu

Funded Legal Education Program: This is a 3-year Juris Doctor program in preparation for the Bar with follow-on assignment to the JAG career field. Applicants gain their own Law School Admission, but must apply to schools pre-approved by AFIT/ENEL and HQ USAF/JAX. Apply through local JAG office or HQ USAF/JAX, 1 (800) 524-8723 or <http://www.jagusaf.hq.af.mil>. AFIT/ENEL POC: DSN 785-2259 ext 3045 or enel.reggr@afit.edu.

Information Assurance Scholarship Program (IASP): Any AFSC may apply for this Scholarship which is designed to increase the number of personnel entering the field of information assurance. For 2010 there are 5 quotas. Application is made by submitting **AF IMT 3849** to HQ AFPC/DPAFE, an academic evaluation to AFIT for our master's in IASP/Cyber Operations (page 14). You can find additional information by calling HQ AFPC/DPAFE at DSN 665-2103 or go to: http://ask.afpc.randolph.af.mil/main_content.asp?prods1=1&prods2=244&prods3=246&p_faqid=6025

Judge Advocate Legal Master's (LLM) Program: Graduate education in specific areas of the law, such as contract, environmental, international, labor, or space law. For Active Duty, Regular or Reserve Judge Advocate Officers, Major or below with two (2) or more years of Active Duty. Contact your local JAG office or HQ/USAF/JAX 1 (800) 524-8723 <http://www.jagusaf.hq.af.mil>

Olmsted Scholarship Program: Study at an overseas university and immerse in a foreign culture in this 2-year program. This 2-year program is preceded by up to 1-year of language training at the Defense Language Institute following selection. Check with HQ AFPC/DPAFE DSN 665-2103 or go to AFPC website for information on the program/application requirements. http://ask.afpc.randolph.af.mil/main_content.asp?prods1=1&prods2=244&prods3=246&p_faqid=6025.

The Olmsted Foundation's web site is <http://www.olmstedfoundation.org/olmsted/web/index.cfm>. AFIT/ENEL POC DSN 785-2259 ext 3024 or 1 (800) 543-3490 ext 3024 or e-mail enel.schol@afit.edu.

Test Pilot School: Earn a master's degree in Aeronautical or Electrical Engineering in conjunction with test pilot training at Edwards AFB. Acceptance into test pilot program and eligibility for the appropriate degree are required. Contact AFIT/ENY DSN 785-3636 ext 4636. <http://www.afit.edu/en/ENY/PDF/GAE.pdf>

Vigilant Scholarship (0YRI): This program is available only to officers assigned to Space Command. Selectees attend AFIT and normally receive an MS in Space Systems with specialization to meet the 0YRI Vigilant Scholar academic specialty code. Officers may request academic eligibility at any time from AFIT/ENER at <http://www.afit.edu/en/admissions/Default.cfm?l=apps&t=afo>. AFIT Academic Eligibility Letters are good indefinitely. Academic requirements: BS in any major that includes calculus-based general physics, statics, and dynamics, ordinary differential equations, and computer programming. Overall and math GPA 3.0 and GRE scores of 500V/600Q required. Academic waivers will be considered. Assignment selection is made by HQ AFPC/A1FO, which issues a call for nominations annually. Nomination packages are submitted to HQ AFPC/A1FO and must include an AFIT Letter of Academic Eligibility. Contact HQ AFPC/A1FO at DSN 692-5397 regarding nomination procedures and deadlines.

SURGEON GENERAL PROGRAMS

Programs are open only to active duty officers currently holding commissioned appointments in the Medical, Dental, Nurse, Biomedical Science or Medical Service Corps. All required test scores for grad/PhD programs must be within the prescribed time frame specified by the Corps. Applicants should refer to their respective Corps' annual message regarding specific program offerings, prerequisites and application guidance as specific website location may vary. Additionally, the Biomedical Science Corps may offer opportunities for medical or non-medical officers or enlisted personnel to attend the US Army-Baylor Doctorate in Physical Therapy (DPT) and the Uniformed Services University five-year Doctorate in Clinical Psychology Program. Annual availability and guidance may be found at <https://ask.afpc.randolph.af.mil>; click Military, Assignments, and then medical assignments.

Armed Forces Health Professions Scholarship Program (AFHPSP): Opportunities exist for qualified Air Force enlisted and officers to pursue doctor of medicine, doctor of dental medicine degrees, and selected graduate/doctoral degrees in the allied health disciplines through the AFHPSP. Participants are commissioned as second lieutenants in the USAF reserves during participation in program. Further information may be found in AFI 41-110, *Medical Health Professions Scholarship Programs*.

