



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS



12 December 2011
PSDM 11-107

MEMORANDUM FOR ALL FSSs, A1s, & J1s

FROM: HQ AFPC/DPA
550 C Street West, Suite 28
Randolph AFB TX 78150-4730

SUBJECT: (FOUO) AY12 Enlisted-to-Air Force Institute of Technology (AFIT) Call for Nominations

1. The Enlisted-to-AFIT program is a unique element of enlisted professional development. In conjunction with other training and education programs, resident AFIT-sponsored science, engineering, and management graduate degree opportunities further develop noncommissioned officers' technical education and skills. Ultimately, this program provides enhanced combat capability for diverse career fields with positions requiring a higher degree of education. This opportunity is only one of many that comprise deliberate force development and therefore, members should expect a permanent change of station (PCS) upon graduation. The Enlisted to-AFIT program is not a retraining program. All individuals selected for Enlisted to AFIT will be returned to their career field.
2. This year, there are five (5) Academic Year 2012 (AY12) quotas available. Nomination packages must be received by the Air Force Personnel Center Officer Developmental Education Office (AFPC/DPAPFE) no later than 31 Dec 11. The Enlisted-to-AFIT selection board will convene on 20 Jan 12. Nominations from all career fields will be considered; however, priority for selection will be given to applicants with AFSCs and degrees identified as supporting Air Force priorities and essential for enhancing mission performance and capability.
3. **Qualification Criteria.** Prospective students must meet service eligibility standards before undergoing evaluation for assignment availability to attend AFIT. Only after successfully meeting the service eligibility criteria and assignment availability criteria will applicants then be directed to send their academic records to AFIT/ENER for evaluation of academic eligibility. However, applicants are encouraged to simultaneously complete an "Application for Graduate Admission" to the Graduate School of Engineering and Management at the Air Force Institute of Technology (AFIT) as outlined in Section 5B. Service eligibility standards are listed in subparagraphs a through j. Waivers for any criterion will not be accepted for this program.
 - a. Active duty Air Force Technical Sergeant (E-6 or E-6 select) through Senior Master Sergeant (E-8).
 - b. Minimum eight (8) years total active federal service (TAFS) as of 1 Jun 12.

c. Minimum 24 months time on station (TOS) as of 1 Jun 2012 or a DEROS between May 2012 and August 2012.

d. Completion of 7 skill-level (craftsman) upgrade.

e. Must be able to obtain three (3) years retainability from the projected date of AFIT graduation. AFIT graduate programs range from 18-24 months in duration depending upon the student's undergraduate degree and prerequisite course work. For planning purposes, all applicants must be able to obtain retainability through 1 Jun 16.

f. No adverse quality force actions within the last 36 months.

g. Must have a current passing fitness score on file prior to departure.

h. Possess a Community College of the Air Force (CCAF) degree by 31 Dec 2011.

i. Possess a bachelors degree from a regionally accredited institution by 31 Dec 2011. Ideally, the bachelors degree will support the proposed masters program or consist of sufficient undergraduate coursework to support admission to the proposed masters program.

j. Be released from their respective assignment team to compete for the Enlisted-to-AFIT program.

4. Nomination Procedures. Wing Commanders and equivalent Field Operating Agency/Direct Reporting Unit (FOA/DRU) commanders nominate NCOs and forward nomination packages to AFPC/DPAPFE no later than 31 Dec 11. There is no limit to the number of enlisted members who may be nominated. Email nomination packages to afpc.dpafe.orgbox@randolph.af.mil. All packages must be a single file in .pdf format. Packages in multiple files or extensions other than .pdf will not be accepted. The nomination must contain the items listed in subparagraphs A through F below. Waivers for any criterion will not be accepted for this program.

a. Nomination memorandum. An official nomination memorandum from the Wing Commander or equivalent Field Operating Agency/Direct Reporting Unit (FOA/DRU) commander containing the following information and remarks:

(1) Nominee's rank/name (last, first, middle initial)/SSN; duty AFSC/duty title; MAJCOM/FOA/DRU; base location/zip code; telephone (commercial and DSN number)/email address; and degree program(s) for which the applicant is applying.

(2) Commander's Recommendation. Wording is at the commander's discretion but must include; "I have personally interviewed the candidate and recommend him/her for reassignment to AFIT for enrollment in a graduate degree program. The individual possesses a CCAF degree and a bachelors degree from a regionally accredited institution. Member meets service eligibility criteria. Member does not have any history of adverse quality force indicators within the last 36 months."

b. Nominee's letter (from nominee). Address the letter to AF/AIDL. Must include the following statement, "I understand that there is a possibility of a PCS after graduation for the Enlisted-to-AFIT program." State reasons for pursuing graduate degree and why selection board should favorably consider the nomination. Include comments stating how AFIT education will support the Air Force and their specific career field.

c. Additional letter(s) of recommendation (optional – Max of (3) three).

d. Copies of last five (5) enlisted performance reports in chronological order.

e. Current data verification brief from vMPF.

f. Current Air Force Fitness printout from AFFMS

5. Assignment Availability. AFPC/DPAPFE will coordinate with AFPC/DPAA (Enlisted Assignments), AFPC/DPAO (Career Enlisted Aviators), to determine availability of enlisted members nominated for reassignment to attend AFIT. Factors considered include Airman Assignment priority, career field manning levels, and other career-related factors such as chronic critical skill status and selective reenlistment bonus status. AFPC/DPAPFE will notify nominees following the availability check that they are cleared to complete the nomination procedures. Nominees may not submit applications to AFPC until they have a written email from AFPC stating they are released to compete for the Enlisted-to-AFIT program, but are encouraged to apply for eligibility to AFIT in para 6 below ASAP.

6. **Academic Screening.** Interested enlisted personnel must be academically eligible for admission to a masters program offered by the Graduate School of Engineering and Management at the Air Force Institute of Technology (AFIT/EN). Applicants are encouraged to visit the AFIT/EN website www.afit.edu/en/admission or to contact an admissions counselor at <http://www.afit.edu/en/admissions/contact.cfm?contact=admissions> or DSN 785-6234 ext 3184 for assistance. Do not contact AFPC/DPAPFE for any questions relative to academic programs, academic qualifications, or the academic screening process.

a. To determine academic eligibility interested enlisted personnel must **immediately** request an academic assessment from the AFIT/EN Office of Admissions and the Registrar. Request an academic assessment by applying online at <http://www.afit.edu/en/admissions/index.cfm>; click on the "Online Admission Form," complete the form, and submit it electronically. An admissions counselor will contact the applicant within three (3) business days.

b. Once the application is received, the AFIT/EN admissions counselor will advise the applicant of the following;

(1) Official college transcripts from every college attended must be sent as soon as possible to the admission counselor at the following address, AFIT/ENER (counselor's name, Enlisted-to-AFIT), 2950 Hobson Way, bldg 641, RM 102, Wright Patterson AFB OH 45433-

7765. AFIT/ENER requires official transcripts with raised seal. All transcripts must be received by 31 Dec 2011.

(2) A GRE or, depending on the masters program, a GMAT test score is required. Applicants who need to take one of these tests should confer with an AFIT/EN admissions counselor and then contact their base education office to schedule a test. Test scores must be received at AFIT/EN by 31 Dec 2011. AFIT/EN's GRE/GMAT school code is **1827**; using this code automatically sends an official score report to AFIT/EN in about 3 weeks. Applicants are encouraged to email their admission counselor immediately after taking the test and report the scores they received.

(3) Failure to provide AFIT/EN Office of Admissions the documents requested above before or by the 31 Dec 2011 suspense will eliminate the applicant from consideration for this program. All academic programs taught at AFIT/ENER are available for consideration yet requirements vary from program to program. The assessment of academic records includes technical coursework for undergraduate degree, grade point averages, and GRE or GMAT scores. Waivers are considered, and sometimes offered (only for academic portion), if the admission standards are not fully met or exceeded.

7. Degree Programs, Utilization, and Assignments.

a. Degree Programs. Nominees selected for the resident AFIT program will attend the resident campus at Wright-Patterson AFB, OH.

b. Utilization. Completion of the Enlisted-to-AFIT program represents a significant investment for the Air Force. As such, greater contributions will be expected of graduates who will likely PCS to fill duty positions coded for the respective advanced academic degree. Priority for outplacement will be based on identified needs for the member's AFSC, rank/skill level, and degree earned.

c. Assignments. Post-graduation duty assignments will be directed through the AFPC/DPAA, and AFPC/DPAO functional managers in coordination with Career Field Managers. Please consult your Career Field Manager and expect follow-on assignment matches to be completed 6 to 12 months prior to graduation.

8. Selection Process. AFPC/DPAPFE coordinates all nominees with appropriate agencies to ensure they meet qualifications for selection to attend AFIT (service eligibility, assignment availability, and academic eligibility). AFPC/DPAPFE will also coordinate with applicable Career Field Managers to ensure prospective students are applying for degrees commensurate with their AFSC and follow-on utilization. A1DL will convene a board on 20 Jan 12 to select AY12 Enlisted-to-AFIT students. Precedence is for advanced academic degree (AAD) coded assignment positions, then for Air Force priorities (e.g., cyber, nuclear, acquisition, intelligence, logistics, aviation management, etc.). Primaries and alternates will be announced by message to facilitate assignment actions. If for any reason a primary becomes unable to attend AFIT, the opportunity will be presented to the next alternate on the list, as determined by the selection board.

9. Important dates for Enlisted-to-AFIT.

a. 31 Dec 11: Applications for an academic assessment and all official transcripts and test scores must be received in the AFIT/EN, Office of Admissions (It is advised to apply ASAP).

b. 31 Dec 11: Nomination packages due to AFPC/DPAPFE; AFPC/DPAPFE verifies nomination packages for completeness and to ensure nominees meet qualification criteria and assignment availability (no extensions granted, no exceptions);

c. 13 Jan 12: AFIT/EN reports to AFPC/DPAPFE which applicants are academically eligible for admission to AFIT/ Masters programs.

d. 20 Jan 12: Board convenes to select primary and alternate students for AY12 Enlisted-to-AFIT quotas. AFPC/DPA announces AY12 Enlisted-to-AFIT selects and alternates NLT 15 Feb 12; AFPC/DPAA, and AFPC/DPAO notified of Enlisted-to-AFIT selections and assigns primary selects to AFIT with reporting May-August 2012 (exact date TBD).

10. For additional information on this program, please tune in to the AFPC World Wide Monthly December Webcast on 14 Dec 2011, 0900 and 1700 CST (AFPC Field Activities will send the link to the field NLT 14 Dec 2011).

11. POC for nomination packages is the AFPC Officer Developmental Education Office, afpc.dpafe.orgbox@randolph.af.mil. The POC for academic qualifications and application questions can be reached through the AFIT website: <http://www.afit.edu/en/admissions/officeinfo.cfm?a=contactinfo>.

12. Please provide feedback at: http://ice.disa.mil/index.cfm?fa=card&service_provider_id=120870&site_id=511&service_category_id=33.

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Director of Assignments