

## **Request an assignment through your Assignment Team**

**Make sure that your Force Development Team and assignment officer at HQ AFPC are aware of your desire for Air Force sponsored graduate education. You accomplish this by submitting an up to date and completed AF Form 3849, Officer Development Plan, and directly communicating with your assignment officer.**

Having an **AFIT Letter of Acceptance** *does not* guarantee selection for a graduate program. Following receipt of the letter, you must request the assignment through your **Assignment Team at HQ AFPC**. They will review your entire military record and consider various availability factors (such as time-on-station, promotion boards, etc.) before you are selected.

Follow the directives issued by **AFPC** and submit your **AF Form 3849** along with a copy of your **AFIT Letter of Acceptance**. Deadlines for submission may vary depending upon your **AFSC**, but you should have your updated **AF Form 3849** submitted **prior to established AFPC deadlines**. Your **AFPC** assignment team is your point of contact for any questions regarding **AF Form 3849** or the selection process.

Normally, selections are made approximately **10 months before class start dates**, but AFPC may select candidates at other times. Normally, your assignment officer will notify you informally of your selection for an AFIT assignment. When AFIT receives formal notification of your selection from AFPC, we will verify your acceptance, and then initiate the process that will result in AFPC loading your assignment and your losing military personnel flight issuing your orders. Concurrently, the **AFIT admissions office** will enroll you into the Graduate School of Engineering and Management.