This instruction implements AFIT 36-105, *Personnel*. It establishes policies, procedures, and standards for Air Force personnel assigned to education or training programs administered by Civilian Institution Programs (ENEL and ENEM), Air Force Institute of Technology (AFIT). It is directive as well as informative. Each student will comply with applicable portions unless specifically exempted. This instruction incorporates specific program guidance for Educational Delay, formerly addressed in AFIT 36-104 (rescinded), and specific program guidance for Education With Industry formerly addressed AFIT 36-103 (rescinded). It does not apply to Health Professions Scholarship/Financial Assistance Program students who should refer to AFITI 36-101. Personnel who violate the specific prohibitions and requirements of this instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ). This instruction implements the following higher-headquarters publications: DoD 1322.10, Policy on Graduate Education for Military Officers, DoDI 1322.06, Fellowships, Scholarships, Training With Industry (TWI) and Grants for DoD Personnel, AFPD 36-23, Military Education, AFI 36-2301, Professional Military Education, AFI 36-2302, Professional Development, AFI 36-2611, Officer Professional Development, AFI 36-2009, Delay in Active Duty for AFROTC Graduates, AFOATSI 36-2018, AFROTC Special Actions Programs, and AFI 51-101 Judge Advocate Accession Program. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rims/cfm. This AFITI applies to all military and civilian personnel assigned to AFIT. 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 Air Force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C., 8012. System of records notice D305 AFITMIS applies.
SUMMARY OF CHANGES

This publication reflects changes made to streamline the publication and delete redundancy. It expands and clarifies the Liaison Officer’s (LO) role. Additionally, changes were made to bring the fitness assessment program and training report submittals in-line with Air Force directives. It updates the leave process and provides guidance for TDY or leave to foreign countries.

Part One describes the organization of CIP and discusses the specific responsibilities of AFIT students, AFIT Liaison Officers (LOs), and AFROTC detachment support.

Part Two provides information regarding personnel, medical, and financial matters. It gives specific information on in-processing, disposition of records, and leave/pass procedures.

Part Three explains academic policies and procedures. It provides detailed information regarding academic program planning, education plan preparation, academic standards, program alterations, academic travel, academic research, and surveys. It describes actions necessary at program conclusion and departure from school.

Part Four provides specific guidance for student special programs. Information contained in this part supplements general information provided elsewhere in this instruction.

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PART 1

ORGANIZATION AND RESPONSIBILITIES

Chapter 1

ORGANIZATION

1.1. General.

1.1.1. Definitions. In this instruction, a “civilian institution” (CI) is any civilian university, college, school, (including all non-AF DoD schools), industrial organization, or hospital (including non-Air Force DoD hospitals) in which AFIT has CIP-sponsored students. United States Air Force personnel are enrolled under Air Force Institute of Technology (AFIT) sponsorship for degree, residency or fellowship programs. A “CIP student” is any active-duty Air Force officer participating in an AFIT-sponsored program at a university, college, school, civilian organization, or hospital. (definition taken from AUI 36-2613).

1.1.2. Introduction. A CIP student is assigned to AFIT with a duty station at a civilian institution. A student’s primary contact at AFIT is their program manager (PM), who assists the student in completing a program which satisfies an established USAF educational requirement. At the CI location, the student’s primary contact is the Liaison Officer (LO) when assigned, usually the senior AFIT student. At Universities/Colleges hosting Air Force Reserve Officer Training Corps (AFROTC) Detachments, the Professor of Aerospace Studies (PAS) and detachment staff provide administrative support in accordance with AUI 36-2613, Support of Air Force Institute of Technology, Air Force Fellows, and School of Advanced Air and Space Studies Personnel Attending Civilian Institutions by Air Force Reserve Officer Training Corps (AFROTC) Detachments.

1.2. Civilian Institution Programs.

1.2.1. Mission. AFIT CIP supports the AFIT mission by placing Air Force officers in civilian universities, research centers, hospitals, and industrial organizations to meet specific Air Force educational requirements. AFIT CIP oversees each student’s program to ensure successful completion in minimal time and cost.

1.2.2. Organization. AFIT CIP has two divisions that fall under AFIT/ENE: Line, Legal, & Chaplain Education Programs (ENEL) and Healthcare Education Programs (ENEM). These divisions report to the AFIT Associate Dean for Students. All CIP students fall under the AFIT chain of command.

1.2.3. Program Managers (PM). The PM and/or Assistant Program Manager (APM) is the student’s primary AFIT point of contact. PMs perform the following support functions for students.

1.2.3.1. Place students in civilian institutions commensurate with the student’s academic background, the Air Force educational requirement, and established directives.
1.2.3.2. Initiate assignment instructions.

1.2.3.3. Approve education plans.

1.2.3.4. Monitor student progress.

1.2.3.5. Manage student travel and authorize appropriate reimbursements.

1.2.3.6. Maintain liaison with students and institutions.

1.2.3.7. Complete training reports on students.

1.2.3.8. Assist student with personnel and personal matters as needed/required.

1.2.4. The AFIT Liaison Officer. An LO may be appointed by AFIT CIP at most locations with two or more CIP students. Each student should be aware of the LO’s responsibilities.

1.2.5. AFROTC Detachments may be located on or near an AFIT CIP Student’s duty location. If geographically available, AFIT CIP Students will be attached to the AFROTC Detachment. In such cases, the student should be aware of the AFROTC Detachment’s administrative responsibilities as outlined in AUI 36-2613.
Chapter 2

RESPONSIBILITIES

Section A—Duties and Responsibilities of all AFIT CIP Students

2.1. General.

2.1.1. CIP students are members of the Air Force and will conduct themselves accordingly. Their actions reflect directly on the image of the Air Force and AFIT. Military personnel are subject to the Uniform Code of Military Justice (UCMJ).

2.1.2. Dress and Appearance. Students will comply with the dress and grooming provisions of DoD Directive 5500.7, Joint Ethics Regulation (JER), AFI 36-2903, Dress and Personal Appearance of Air Force Personnel; and the guidance of the LO, PAS, and PM. Civilian clothing is normally worn for class attendance, and the same standard of neatness required for the uniform is expected. AFIT students, except those outside the CONUS, will wear the uniform one-day per week unless otherwise specified. The appropriate uniform will be worn when conducting official business at a military installation or when required by current directives. Either the LO or the PAS will designate the day for uniform wear. Medical/dental personnel who are newly commissioned and have not yet attended officer basic military training are not required to wear the uniform. At schools with no AFROTC or LO, students will wear the uniform on Tuesdays.

2.1.3. Academic Integrity. All students are expected to uphold the principles of academic integrity and are responsible for any violations of these principles. It is a violation of academic integrity for someone to receive credit for another’s work, cheat or engage in any dishonest conduct relative to their educational duties. Any violation of academic integrity standards may result in adverse or disciplinary actions. Students should read and comply with current AFIT policy on academic integrity.

2.1.4. Military Ethics. DoD 5500.7R, Joint Ethics Regulation (JER), provides guidance concerning acceptable conduct of Air Force members. Some specific prohibitions are:

2.1.4.1. The student may not engage in any private business or professional activity or have any direct or indirect financial interest that would place the student in a position where there is a conflict (or the appearance of a conflict) between the student’s private interests and those related to the student’s Air Force duties and responsibilities.

2.1.4.2. Students and their immediate families may not solicit, and with limited exceptions, may not accept gifts from anyone engaged in or endeavoring to engage in business with any component of the Department of Defense (DoD). This includes non-federally funded travel (see chapter 6).

2.1.4.3. Students may not engage in any conduct that is illegal, dishonest, or otherwise brings discredit to the Air Force.
2.1.4.4. Students should avoid any fraternization or appearance of fraternization or other unprofessional relationships. (AFI 36-2909, Professional and Unprofessional Relationships)

2.1.5. Equal Opportunity and Treatment (EOT). Air Force standards of conduct require that one treat others with respect and dignity regardless of their race, color, religion, age, national origin, or sex. The Air Force does not tolerate arbitrary discrimination by act or inference.

2.1.6. Political Activity. AFI 51-903, Dissident and Protest Activities, provides guidance about participation in political activities. Students should not involve themselves in campus, institution, or corporation protests and demonstrations.

2.1.7. Off-duty Employment. Off-duty employment includes any arrangement by which a student receives payment for his or her services. Students must have proper written approval from the AFIT chain of command before engaging in any off-duty employment, which is not normally authorized unless extreme hardship can be proved. Officers in the legal program (see chapter 8) and Medical Service Officers (all Corps) are strictly prohibited from engaging in off-duty employment (i.e. moonlighting).

2.1.8. Fitness Program and Annual Assessments. CIP Students must ensure timely accomplishment of fitness assessments (FAs) consistent with AFI 36-2905. Students must understand that fitness is their personal responsibility. Coordinate scheduling of FAs with the AFORTC Det or attached military base Health and Wellness Center and ensure any scheduling conflicts with mandatory academic requirements are resolved well in advance of the FA due date. Fitness status is included on all Training Reports.

2.1.9. CIP students will participate in the Demand Reduction Program, (urinalysis testing program).

2.1.10. Ancillary Training/Advanced Delivery Learning Services (ADLS). CIP students are responsible for maintaining currency on their Air Force Ancillary Training requirements. Students must update their ADLS profile to reflect their UTM/UDM as afitudm@afit.edu and update their organization structure to reflect the following: Air Force; AETC; Air University; AFIT Civilian Institution.

2.2. Duty Status. All active duty CIP students must be in an official duty status at all times. The assigned CIP location is the student’s duty location. Any student departing the duty location must be in an official status such as TDY or leave (refer to AFI 36-3003).

2.2.1. Students will report arrival to their CIP location by immediately contacting their program manager via phone or email and the Liaison Officer (if assigned). If supported by an ROTC Detachment, students must also immediately contact the ROTC Detachment staff. Arrival prior to the report not earlier than date (RNETD) as specified in PCS orders will result in charged leave.

2.2.2. Students will attend all scheduled classes regardless of university policy, unless excused by the PM. Any planned absence from class must have advance authorization from
the PM. Emergency absences must be personally reported and explained to either or both the LO and the PM.

2.2.3. Students must sign-out from their assigned school within seven calendar days after official program completion date. Students electing to remain in the area after their official departure date, will be charged leave for any such period beyond their allowed travel time by their gaining unit.

2.3. Administrative Responsibilities. Students will:

2.3.1. Students will read and comply with:

2.3.1.1. all guidance published on the AFIT CIP webpage, https://www.afit.edu/cip/.

2.3.1.2. all policies and instructions provided by AFIT, the LO, and AFROTC Det.

2.3.1.3. the servicing base agencies (i.e. Force Support Squadron (FSS), Mission Personnel Section (MPS), etc.)

2.3.2. Report to the PM and LO (if one appointed) within one day, any incidents with the police, legal infractions (for example DUI) or any other unusual circumstance not specifically covered under this instruction (e.g. injury, mishap, actions that could cause embarrassment to the Air Force, etc.). Students unable to reach the PM or LO will report such occurrences to the AFIT CIP division chiefs (ENEL for line/legal/chaplain—ENEM for medical) or the AFROTC PAS, respectively.

2.3.3. Immediately report any changes in contact information or health status to the AFIT LO, PM, and AFROTC if applicable. Ensure contact information is updated thru the AFIT CIP website, DEERS, AFPAAS, AEF Online, and Virtual MPF.

2.3.4. Complete the AFIT CIP in-processing checklist.

2.3.5. Report to the university registrar/bursar/financial services with a copy of PCS orders to initiate agency or third party billing set-up. This applies to all students where AFIT is fully or partially funding their tuition and mandatory fees.

2.3.6. Verify eligibility for and complete all necessary paperwork in accordance with University policy to receive resident tuition. Eligibility is subject to individual state/university policies and is usually not automatic and the Air Force (AFIT) cannot make a claim to receive it.

2.3.7. If applicable, complete AF Form 357, Family Care Plan Certification, on arrival and annually. Access the Virtual MPF to complete. Submit copies of Powers of Attorney and AF Form 357 to AFIT/ENEL. Provide copy to the ROTC Det if attached.

2.3.8. Obtain and maintain a working CAC reader and access to all CAC enabled Air Force personnel and management applications such as, but not limited to, LeaveWeb, Defense Travel System, Virtual MPF, AF Portal and AFPC Secure. Note: Students must first
complete their PCS voucher via PiPs in order for their servicing Finance office to create a LeaveWeb account at the new duty location. PCS vouchers must be completed within 5 duty days of arrival.

2.4. Personal Safety:

2.4.1. All active duty CIP students will complete safety and high-risk activity briefings as required/appropriate. These items include: AETC Form 29A, *Commander’s Newcomer’s Safety Briefing* (required for all newly assigned students under 26 years of age); AETC Form 29B, *Predeparture Safety Briefing* (required for students under 26 years of age prior to departing on leave, holiday/long weekends, TDY, or PCS); AETC Form 410, *High-Risk Activities*; AETC Form 435, *Mishap Reporting*; AETC Form 708, *Commander’s Motorcycle Safety Interview* (motorcycle riders).

2.4.2. High-Risk Activities: Per AFI 91-202, AETC Supplement, *The USAF Mishap Prevention Program*, Attachment 6, all military personnel participating in a high-risk activity must have an AETC Form 410 signed through the LO and on file at the AFROTC Det, with a copy sent to the AFIT PM. If no LO assigned and no supporting AFROTC Det, send the form to the AFIT PM who will have the AFIT Safety Officer review/sign and return copy to the member. High-risk activities are defined as those activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina, and dexterity. The high-risk activities approval process is outline below:

2.4.2.1. Member informs supervisor of their intent to participate in high-risk activities. Student “supervisor” is considered the LO. If there is no LO or member is the LO, the AFROTC Det/CC can serve as supervisor. If neither LO or AFROTC Det, the AFIT PM or AFIT Safety Officer will serve as supervisor.

2.4.2.2. Member makes an appointment to meet with their supervisor to discuss high-risk activities and gain approval on AETC Form 410.

2.4.2.3. Prior to each event thereafter, member informs supervisor where/when they will be participating in the high-risk activity.

2.4.2.4. High-Risk Activity Examples (not all inclusive): ATVs, auto racing; hot air ballooning; boating; bungee jumping; civilian light aircraft flight; dirt biking; experimental aircraft; hang gliding; helicopter flight (civilian); hunting; jet skiing and personal water craft; motorcycle racing/operation; mountain climbing and rappelling; parasailing; powered parachute (ultralight aircraft); rodeo, bull riding and bucking events; scuba diving; ski jumping; skydiving; soaring; snowmobiling; white water rafting.

2.4.2.5. Motorcycle Riders: CIP students must have approval to operate a motorcycle in any capacity, either on or off duty, prior to such activity. Only a Det Commander or the AFIT Force Support Commander have authority to grant such approval. Follow instructions identified on the CI webpage. Refer any questions or requests for support to the AFIT Safety Office at commercial 937-255-6565 ext 3627.
2.5. **Academic Responsibilities.** Students will:

2.5.1. Complete prescribed academic programs in **minimal** time as outlined in Chapter 4.

2.5.2. Submit AFIT Forms 18 and 18A (Education Plan and Financial Voucher), signed by their advisor, as directed by AFIT.

2.5.3. Submit grade reports to PMs as soon as they know them or explain extenuating circumstances to PM.

2.5.4. Immediately report academic difficulties to PM, such as mid-term grade below B, or failure to meet milestones such as thesis defense or PhD qualifying exams.

2.5.5. Notify PM immediately of any education plan or program changes.

Section B--Liaison Officer Duties and Responsibilities

2.6. **General.** The AFIT LO serves as the primary point of contact between AFIT students at the assigned location, the AFROTC Detachment (if applicable; refer to AUI 36-2613), and AFIT. The AFIT LO will:

2.6.1. Assist AFIT CIP, and the AFROTC Det/CC as needed, with matters involving designated AFIT CIP students. These matters could be personal or professional.

2.6.2. Assign AFIT CIP students to assist with in-processing new AFIT CIP students, as requested by AFROTC Det/CC.

2.6.3. Maintain accountability and a current personnel support roster of all designated AFIT CIP students.

2.6.4. Maintain AFIT CIP students’ duty status and coordinate with AFIT if duty status of any member changes.

2.6.5. Receive/approve ordinary CONUS leave requests from assigned AFIT CIP students.

2.6.6. Ensure required Safety/Motorcycle/High Risk activities briefings are provided to AFIT Students as appropriate.

2.6.7. Appoint Assistant LO(s) as necessary to help maintain oversight and accountability (e.g., at schools with a large AFIT CIP student population).

2.6.8. Report any incidents involving AFIT students (hospitalization, police incidents, duty location issues impacting CIP students, etc) to AFIT CIP and the AFROTC Det/CC, if applicable, within 24 hours of LO’s notification.
2.6.9. Assist in managing AFIT student completion of all required Ancillary Training.

2.6.10. Notify AFIT when a new LO should be appointed and recommend a replacement.

Section C—AFROTC Administrative Responsibilities

2.7. **General.** AFROTC Detachments provide administrative support and oversight to designated AFIT CIP-assigned personnel. Please refer to AUI 36-2613 for AFROTC Det/CC responsibilities.
CHAPTER 3

GENERAL PERSONNEL/MEDICAL/FLYING REQUIREMENTS INFORMATION

Section A—Assignment to a Civilian Institution/General Personnel Information

3.1. Arrival on Campus.

3.1.1. **Students Must Sign In.** AFIT students must sign in with their PM and their servicing Air Force Military Personnel Section (MPS). Additionally, they must sign in with the local AFROTC Detachment and LO if their institution has one. If the student’s CIP location is serviced by an AFROTC Det, the student should report to/contact the Det prior to traveling to the servicing base MPS. In many cases, the student will not need to physically travel to the servicing base MPS to complete in-processing and be properly gained. Students are reminded that if they report prior to their RNETD specified in their PCS Orders, they will be charged leave.

3.1.2. In-processing. Newly accessed officers may be authorized TDY en-route to their MPS and servicing AFO identified in their EAD orders for processing to active duty and to have their pay records staffed. If not authorized TDY en-route, the LO or AFROTC Detachment can assist the officer in fulfilling these requirements.

3.1.3. Complete in-processing guidance/checklist from the CIP website and update personal contact information.

3.1.4. If AFIT is responsible for paying any portion of the student’s tuition and mandatory fees, the student must deliver a copy of their military orders to the school’s Bursar, third-party billing POC.

3.1.5. Submit Initial Education Plan and Financial Voucher, (AFIT Forms 18 and 18A).

3.2. Communications.

3.2.1. Communication with AFIT. The AFIT webpage is maintained with the most current guidance. Communication via e-mail is highly encouraged.

3.2.2. Telephonic Communications. Students with general questions related to academic matters should first contact local sources (LO or other CIP students). If the information is not available there, students should contact their PM. Detailed problems or inquiries requiring approval of higher headquarters should be explained completely and in proper format and grammar by letter. If time is critical, students may contact their PM by telephone. The AFIT CIP toll-free number is 1-800-543-3490/3577.

3.2.2.1. Communications via Electronic Mail (E-Mail). Students should have an e-mail account for communicating with the AFIT CIP staff and are strongly encouraged to use e-
mail. When using e-mail, if request or issue may require higher headquarters review or coordination with another office or agency, include a full signature block with full name (official name as it appears in AF records), rank, university attending, and program office assigned.

3.2.2.2. Ensure contact information is updated thru the AFIT CIP website, DEERS, AFPAAS, AEF Online, and Virtual MPF.

3.3. Disposition of Records.

3.3.1. Unit Personnel Records Group. These records will be hand carried by the students and given to their servicing MPS or local AFROTC Detachment during in processing.

3.3.2. Medical Records/Dental Records. Medical and Dental records are generally sent directly to the servicing hospital. Check with the LO or AFROTC detachment for turn in procedures if records were hand-carried.

3.3.3. Flying Records. All rated officers, including those who have been suspended from flying duty less than three years, will hand carry their Flying Evaluation Folder and one copy of their PCS orders to their servicing Flight Management Office.

3.4. Record of Emergency Data (DD Form 93). The DD Form 93 is the only document used by the USAF to notify next of kin in cases of serious illness, injury, or death and to determine beneficiaries of pay and allowances. Students are responsible for keeping their DD Form 93 current using the vMPF.

3.5. Performance Reports.

3.5.1. Officers in an AFIT program will not receive Officer Performance Reports (OPR). They will receive an AF Form 475, Education/Training Report (TR) (AFI 36-2406, Chap 6). TR guidance is located on the CIP website.

3.5.2. Students who are unable to complete their thesis or dissertation during their tour are given a final training report that reflects an unfinished program, i.e., “All But Dissertation/Thesis.” Subsequently, if a student later finishes the thesis/dissertation from their follow-on assignment they are eligible to receive a Supplemental TR, which reflects program completion. To be eligible for this training report, officers must submit a letter to the Admissions/Registrar Directorate (AFIT/ENER) as described in AFI 36-2406, and provide a transcript reflecting the completion of the degree if one is not already in the officer’s record. Information on the Supplemental TR can be found at: http://www.afit.edu/en/current_students.cfm?a=services.

3.6. Promotions/Promotion Recommendation Form (PRF)

3.6.1. Officers will be considered for and promoted in accordance with established criteria. All AFIT student officers will have a “Narrative Only” Promotion Recommendation Form (PRF) AF Form 709, prepared by their losing senior rater before departing their losing base. The HQ USAF Student Management Level Review (MLR) Board will consider AFIT
students eligible for promotion consideration at the Air Force Personnel Center (AFPC) for promotion recommendations. This board usually convenes 70 days prior to the promotion board. The student MLR board will review the “narrative only” AF Form 709s along with the command records and will award a “DP,” or “P” on a new Recommendation PRF. Copies of Recommendation PRFs will be sent to the students in a sealed envelope via the servicing MPS. Promotion notifications will be made by AFIT. Upon receipt of promotion sequence numbers from AFPC, the servicing MPS will advise the officers of the effective date they may assume the higher grade. Promotion orders are published by AFIT and should be received approximately 30 days after the effective date of promotion.

3.6.2. Records Review. Officers eligible for promotion will receive a pre-selection brief from their servicing MPS prior to a promotion board. These briefs should be reviewed thoroughly to verify the accuracy of the data. Changes should be made according to the instructions provided by the MPS.

3.7. Professional Military Education (PME). PME selections are made by AFPC. IDE and SDE eligible students will compete for IDE/SDE in accordance with AFPC guidelines. The servicing MPS will notify concerned officers upon receipt of the selection lists. Starting dates will be established by AFPC. AFIT does not have any in-resident PME quotas for SOS eligible students. Departing eligible AFIT students, who desire to attend SOS, should contact their assignment managers at AFPC.

3.8. Stipends/Salary. Since AFIT-sponsored officers continue to draw active duty pay and allowances, they cannot accept stipends or salary from any other source.

Section B—Medical and Dental Treatment

3.9. Required Physical/Dental Examinations. Students should be notified by their servicing MPS, AFROTC Detachment, Medical/Dental Squadron or AFIT PM if they require a dental or physical examination. All students will then schedule themselves during the required time frame. Students unable to comply with the examination requirements will immediately notify their servicing MPS and/or servicing medical/dental squadron.

3.10. PHA/PIMR. CIP students must complete all Ancillary training as required and ensure Preventive Health Assessment and Individual Medical Readiness (PIMR) data are current and compliant.

3.11. Civilian Medical/Dental Treatment for Members. Military students located in areas not served by the traditional military healthcare system may be eligible for TRICARE Prime Remote (TPR). Members are eligible if they are under full time orders, and they live and work more than 50 miles from a military hospital or clinic. Family members are not eligible for TPR. More detailed information on this program can be found by visiting the TRICARE website at http://www.tricare.osd.mil/remote/ or by calling 1-888-MHS-MMSO.

3.11.1. Hospitalization. If a student requires hospitalization, the student must notify their LO (if applicable) and AFIT PM as soon as possible.
3.12. Medical Travel. Per AFI 41-210, Patient Administration Functions, expenses for medical treatment are the responsibility of the servicing Military treatment facility (MTF), so students should contact the MTF’s resource management office to obtain local policy when regarding claims for travel reimbursement. Reimbursement is not authorized for dependent medical travel unless assigned overseas. When possible, students should ensure routine medical appointments do not conflict with classes. If unavoidable, contact your PM prior to appointment date.

Section C Military Leave

3.13. Leave Policy and Procedures:

3.14.1. General. Leave accounting is clearly explained in AFI 36-3003, Military Leave Program, and on AF Form 988, Leave Request/Authorization. Regardless of leave/pass approval authority, the student must inform their AFIT PM of all absences from their training site.

3.13.2. AFIT Leave and Pass Policy. Leaves and passes will not interfere with scheduled academic classes. Consequently, absences from the duty location will normally occur during official school breaks as identified in the school catalog or academic calendar. There may be rare occasions when class absences are approved; these will be handled on a case-by-case basis, but must be approved by the LO or AFIT PM. Leave and pass must begin and end in the local area (defined as the place of residence or home from which the member commutes to the duty station on a daily workday basis) and must be approved before the student departs the local area.

3.13.2.1. The university, college, school, civilian organization, or hospital is considered the duty location for CIP students. As for all military personnel, AFIT students must be able to report to their duty station in a reasonably short time for emergencies, recalls, exercises and similar events. Thus, when a person departs the local area and is unavailable to report to work, the absence must be covered by a leave or pass. It is the individual’s responsibility to insure the LO or AFROTC Det (if no LO is assigned) and AFIT PM are informed of their absence.

3.13.2.1.1. This also applies to medical service officers anticipating rotations away from their primary assigned hospital.

3.13.2.2. CIP students who depart the local area and do not return the same day must be on leave or pass, otherwise they will be considered Absent Without Leave (AWOL). Students who do not return on the authorized expiration of the leave or pass will be considered AWOL. A formal pass authorization is not required for normal weekend and federal holiday absences; however the LO or AFROTC Det, or AFIT PM (if no LO) is to be advised of travel plans if an overnight trip is planned. Students are not required to take leave during school breaks provided they remain in the local area. NOTE: If a school break exceeds 2 weeks, students must work arrangements with either the nearest hospital, AFROTC Det or AFIT PM to ensure they are being effectively utilized.

3.13.2.3. Although ordinary leave is the standard authorization for absences from work, in some cases a pass request may be warranted and approved by the LO, AFROTC Det
(if no LO is assigned) or AFIT PM. Refer to AFI 36-3003 for clarification of pass and leave rules.

3.13.2.4. AFIT CIP office will receive requests for convalescent leave (CONL), overseas leave, and permissive TDY (PTDY) from AFIT students on paper AF Form 988. AFIT CIP will route for signature/approval and return the signed AF Form 988 to students for final processing through LeaveWeb.

3.13.2.4.1. All students are responsible for making sure they have a current LeaveWeb account. If attached to an AFROTC Detachment, the student is responsible for sending all approved CONL, overseas leave, and PTDY requests to the AFROTC Det leave monitor for entry into LeaveWeb and assigning a leave authorization number.

3.13.2.4.2. If no AFROTC Detachment is available, the student is responsible for submitting all approved CONL, overseas leave, and PTDY requests to their servicing base Force Support Squadron to obtain a leave authorization number.

3.13.3. CONUS Ordinary Leave Procedures.

3.13.3.1. Students are required to submit leave requests to their LO using LeaveWeb. The LO serves as the approving authority and maintains personnel accountability.

3.13.3.1.1. If a student does not have a LeaveWeb account, the student will submit an AF Form 988 to the LO for approval; then request a leave authorization number from the AFROTC Det leave monitor. The leave monitor will input the leave request into LeaveWeb and obtain the leave authorization number. Where there is no AFROTC Detachment, the student will obtain LO approval; then take the signed AF Form 988 to their servicing Force Support Squadron to request a leave authorization number. Students are not authorized to depart on leave until a leave authorization number is assigned.

3.13.3.1.2. AF Form 988 should be submitted to the LO at least seven days in advance to allow sufficient time for processing of the request.

3.13.3.2. If no LO is assigned to your duty location, students are required to submit leave requests to their AFIT PM using LeaveWeb.

3.13.3.2.1. If a student does not have a LeaveWeb account, the student will submit an AF Form 988 to the AFIT PM for approval; then request a leave authorization number from the AFROTC Det leave monitor. Where there is no AFROTC Detachment, the student will obtain AFIT PM approval; then take the signed AF Form 988 to their servicing Force Support Squadron to request a leave authorization number. Students are not authorized to depart on leave until a leave authorization number is assigned.

3.13.3.2.2. AF Form 988 should be submitted to the AFIT PM at least 14 days in advance to allow sufficient time for processing of the request.
3.13.3.3. When AF Form 988 is used, AFIT CIP must receive the part III no later than 10 days from return date of leave.

3.13.3.4. If a student departs before or after the effective leave start date, leave must be cancelled and another leave request processed obtaining a new leave authorization number.

3.13.3.5. Students must have an approved leave number prior to taking leave otherwise they are considered Absent Without Leave (AWOL). Sending an email requesting leave does not constitute approval and disciplinary action may be taken and future leaves may be disapproved.

3.13.4. Failure to Return from Leave. The LO will notify the student’s PM if a student fails to return from leave on time. If possible, the LO will include a statement of circumstances concerning tardiness or failure to return.

3.13.5. Active duty students under 26 year of age must receive a safety briefing documented on AETC Form 29B prior to traveling out of the local area on leave, pass, P-TDY or TDY.

3.14. Permissive TDY (P-TDY) Policies and Procedures. AFIT is the approval authority for P-TDY. Reference AFI 36-3003. Students must provide departure and return dates, destination, and purpose of travel no later than 30 days prior to departure. P-TDY will only be granted if it does not interfere with academic schedules.

3.14.1. Attach support documentation, e.g., professional conference brochures, letter from program director, etc.

3.14.2. If leave is to be taken in conjunction with P-TDY, a separate AF Form 988 must be prepared for approval by the PM.
Chapter 4

ACADEMIC PROGRAM MANAGEMENT

4.1. AFIT Program Purpose and Lengths.

4.1.1. AFIT programs exist to meet established USAF educational requirements. AFIT CIP students are required to follow PM’s guidance and arrange their programs accordingly. Students must complete their programs in minimal time.

4.1.2. Program lengths for medical service officers in medical or dental specialty training will be established by the USAF Surgeon General to conform to the requirements of national accrediting agencies.

4.2. Academic Program Planning. Air Force educational programs are expressed in terms of academic specialty codes. AFIT, to include the (PM), ensures the academic program of each student is compatible with the selected academic specialty code. The PM may direct certain academic specializations, options, or course sequences, however it is the student’s academic advisor at the university who assists the student in planning the academic program to support his or her selected academic field. Students should inform his or her advisor of applicable AFIT policies such as program length and describe the nature of his or her most likely follow-on assignment. In addition, the student and advisor should be aware of the following restrictions and guidelines:

4.2.1. Required core courses should be scheduled as early as possible.

4.2.2. Electives and minor course requirements applicable to the degree program should be scheduled as needed.

4.2.3. With the approval of the PM and upon the recommendation of the academic advisor, the student may audit courses, or retake a course for which credit has previously been granted. However, such courses will usually be carried in addition to the minimum course load. NOTE: Students will be financially responsible for any such audits or courses retaken if additional cost is incurred.

4.2.4. All students will schedule at least a full-time academic load unless the AFIT PM grants an exception. Overloads are not recommended during the first term. The use of the word “hour” refers to semester hours.

4.2.4.1. For Summer Terms. The definition of a “normal” summer academic load varies from institution to institution. Students are required to use the summer terms as fully as possible in order to keep their program length to a minimum. PMs may approve reduced loads depending on the student’s ability or difficulty of the scheduled courses; however, students should not register for, or plan a reduced load, without their PM’s prior approval. The intent is that students fully utilize the summer term to complete degree requirements in the minimum time.
4.2.4.2. If no required classes are available and the student is not in a research-based program, the student must work arrangements with either the nearest hospital, AFROTC Detachment or AFIT PM to ensure they are being effectively utilized.

4.2.5. Reduced Loads. Occasionally, summer or other terms can be used for research without formally registering at all, thus saving the tuition expense to the Air Force, so long as all university regulations are followed. Once all course requirements are met, it is not necessary to carry a full load of formal research credit as long as the total program is not lengthened. Students must carefully check university requirements on continuous registration, number of research credits required for the degree sought, availability of university facilities (library, computers, etc.) to students not formally registered, and clear with their PMs before either not registering for a term or registering for a reduced or “minimum” load. Any student who has completed course work and is performing research for his/her thesis/dissertation, should plan to meet full degree requirements as inexpensively as feasible.

4.2.6. Advanced standing examinations are encouraged if they will expedite fulfillment of degree requirements, especially when the school will not transfer credits for courses completed elsewhere.

4.2.7. AFROTC courses are not authorized.

4.2.8. The student must obtain advance approval from the PM before enrolling in courses conducted at other than the host university, extension, or other special courses or before taking language or advanced standing examinations for which a fee is charged. Failure to obtain such approval will result in personal liability for the cost involved.

4.3. Preparation of the Education Plan and Financial Voucher, (AFIT Forms 18 and 18A). The education plan is used by AFIT for academic and financial management and to document the assignment availability date (completion date). The PM’s approval of the education plan authorizes the expenditure of government funds under an Educational Services Agreement (ESA) with the institution. Complete forms and instructions are located on the website.

4.3.3. Students sponsored by USAFA must submit a copy of all education plans to their sponsoring USAFA academic department.

4.4. Changes in Education Plans. Whenever any program change is anticipated, students will notify and obtain approval from the PM. All students will adhere to their current education plans without deviation. In some cases, the PM may telephonically, or by e-mail communication, grant interim approval of a change, to be followed-up by a revised education plan. All changes in education plans must be approved by the PM in advance. Students, who drop, add, or change a course to audit without prior approval of the PM may be required to pay for the course. Failure to obtain PM approval of the education plan is an unauthorized obligation of Air Force funds and may result in disciplinary action. Both student and advisor must sign revised education plans.
4.5. Completion Date.

4.5.1. A student’s AFIT completion date is established by the PM, based on AF guidance, when the student has been accepted to a school. The official completion date, is in the Automated Personnel Data Systems (APDS), which governs reassignment action and appears in the “Completion Date” block of the PM’s section of each approved education plan returned to the student. The student should be aware of his or her completion date; the AFIT program manager must approve all changes.

4.5.2. Because the initial completion date is established before the student arrives on campus, it may have to be adjusted depending on the student’s progress and on changes in the school’s calendar. The student’s completion date determines when the student will be forecast for reassignment and must depart from campus. Therefore, students must keep their PMs informed of the accuracy of this date and of any factors that affect it. To assist in determining the date, the following guidance is provided:

   4.5.2.1. In non-degree programs, the completion date is the last day of the student’s final examination of their last term.

   4.5.2.2. In non-research master’s programs, the completion date is the last day of the student’s final examinations of the term during which the student completes all degree requirements.

   4.5.2.3. In doctoral and thesis master’s programs, the completion date is the date the thesis or dissertation is submitted in final approved form. If the student must complete his or her dissertation in absentia, the completion date currently in the system will govern reassignment availability, unless a curtailment or extension is approved.
Chapter 5

SPECIAL CONSIDERATIONS

5.1. Academic Standards and Performance.

5.1.1. Academic difficulties. During the first-term, when one is becoming readjusted to the campus environment, it is not unusual for students to encounter academic difficulty. Students should not become unduly discouraged. If serious difficulty is encountered, students should consult with their advisor or professors, seek the aid of other students, or hire a private tutor (at the student’s expense). Above all, students should advise their PM, whose goal is to ensure students successfully complete their programs and who can authorize program changes which may help alleviate difficult situations.

5.1.2. Academic Probation. Students failing to meet minimum academic standards will be placed on probation by the appropriate AFIT CIP Division Chief. This action constitutes a warning that failure to improve may result in withdrawal from the AFIT program. The student on probation is given extra attention by the PM to ensure that every effort is being made to correct the problem. Students on academic probation are expected to take positive actions to correct the deficiencies and to inform PMs regularly of their progress. Students will be removed from probation after deficiencies are corrected.

5.1.3. Graduate Minimum Standards. The academic standard for graduate students is that GPA required for award of the graduate degree at the institution where the student is placed. However, graduate students will be placed on probation when:

5.1.3.1. GPA for any term falls below 3.0 on a 4.0 scale.

5.1.3.2. Placed on academic probation by the institution.

5.1.3.3. A failing grade is received in any course.

5.1.3.4. Academic performance, as determined by the PM, is substandard, such as deteriorating grades or low grades in core courses.

5.1.3.5. Failure of PhD qualifying and/or comprehensive exams

5.1.4. Letter of Explanation. Students who do not meet the minimum standards outlined in paragraph 5.1.3. need to submit a letter of explanation to their PM within two weeks of being placed on academic probation detailing the reasons and/or any extenuating circumstances underlying their failure to meet academic standards.

5.1.5. Disenrollment. If a student fails to meet minimum academic standards in any two terms, the PM will notify the student that they will be recommended for disenrollment unless adequate justification for retention is received by AFIT CIP within 10 calendar days of notification.
5.1.6. Withdrawal from AFIT CIP Programs.

5.1.6.1. General. A student may be withdrawn from an AFIT program for a variety of reasons such as failure to meet institutional academic standards or AFIT/EN academic or administrative standards, dismissal or suspension by the institution attended, self-initiated elimination (SIE), or by direction of HQ USAF or HQ AFPC. No active duty student will be withdrawn by AFIT for any reason, including SIE, without the approval of the appropriate AFIT authority (Dean, Commandant, or the Director and Chancellor). Exception: Final authority for medical program student removal rests with AFPC.

5.1.6.2. Voluntary Withdrawal/Self-Initiated Elimination (SIE). Any student wishing to withdraw voluntarily from an AFIT program should immediately contact their PM, who will counsel the student and advise on the required procedure to initiate an SIE request. Self-Initiated Elimination action, depending on the circumstances, can be prejudicial to future entry into an AFIT program and to career progression in the Air Force.

5.1.6.3. Involuntary Withdrawal. The Associate Dean for Students, AFIT/ENE, will make a recommendation to the AFIT/EN Dean and/or the AFIT Chancellor as appropriate concerning removal of an officer from his or her program. The officer will be advised of a pending disenrollment and afforded the opportunity to respond.

5.1.6.4. Disposition of Withdrawn Students. Students who have been formally withdrawn or disenrolled by the AFIT/EN Dean or AFIT Chancellor, will be forecasted for immediate reassignment. Officers disenrolled from school are considered “unprogrammed availables” and will be forecast in accordance with AFI 36-2110. PCS orders can be expected 30 to 45 days after disenrollment. During the period between disenrollment and departure from their duty station, disenrolled students will be attached to the local AFROTC Detachment and placed under the direct supervision of the PAS. If there is not an AFROTC Detachment at a disenrolled student’s duty station, the Associate Dean for Students AFIT/ENE, will direct appropriate duty.

5.1.7. Attendance at Scheduled Classes. AFIT CIP students will attend all scheduled classes, regardless of university policy, unless excused by the PM. Students must coordinate class absences with the pertinent faculty member prior to contacting the PM to be excused from attendance. Failure to attend scheduled classes or failure to comply with local personnel accountability procedures may result in administrative action, disciplinary action, and/or withdrawal from the AFIT program.

5.1.8. Change of Academic Status Due to University Action. All students will notify their PM, the LO, and the PAS (if applicable) of any university action which changes their status (for example, probation, advancement to candidacy, full graduate standing, suspension, reinstatement). The notification must provide complete details including the reason for action, effect on the academic program, dates the situation is expected to change (if applicable), and required student action. Students notified of suspension will advise their PM within one duty day of their suspension. The PM will provide instructions concerning duty requirements.
5.1.9. Academic Recognition. Students receiving recognition for outstanding academic achievement or election to membership in honorary fraternities or societies should notify their PMs. If the recognition includes compensation of monetary value, the student must request, via letter to the PM, permission to accept the compensation. This request must include copies of documents, which clearly describe the intent and value of the compensation. The PM will request a legal review of the offer of compensation by the AFIT/JA. In no case will the student accept and use compensation without approval. Students are encouraged to participate in such activities when academic programs permit.

5.2. Clearance Requirements for Surveys, Publications, Presentations, and Patents

5.2.1. Surveys and Questionnaires.

5.2.1.1. Surveys of Air Force and other Federal Employees. Students intending to survey Air Force or other federal employees with questionnaires or opinion polls must secure USAF approval through their PMs. Before initiating work on the questionnaire, the student must review AFI 38-501, Air Force Survey Program and ENOI 40-2 (PM can provide copy). Students should submit a request for survey of Air Force or other federal personnel at least 60 days before the planned survey date. The request must include the information listed in attachment 1 of ENOI 40-2.

5.2.1.1.1. Surveys must also comply with AFI 40-402, Protection of Human Subjects in Biomedical and Behavioral Research. Students attending civilian institutions will follow their institution’s protocol for human subjects research through their institution’s Institutional Review Board (IRB) process.

5.2.1.1.2. USAF-approved surveys are not considered official business. Franked (postage-free) envelopes will not be used for transmitting survey questionnaires or the responses. After the research is completed, the student will send the PM a summary of the results to include a brief analysis of the data and the conclusions.

5.2.1.1.4. For additional information on survey approval requests and procedures, the student should consult AFI 38-501, DoDI 1100.13, Surveys of DoD Personnel, and AFI 40-402.

5.2.1.2. Surveys of Non-Federal Population. Students planning to survey non-federal individuals should review their civilian institution’s policies regarding surveys prior to initiating any survey actions.

5.2.2. Approval and Release of Articles and Speeches:

5.2.2.1. General. All CIP students, including Medical Service students, must obtain USAF approval before release of material for publication and/or oral presentation, e.g., books, journal articles, technical papers, news releases, speeches, theses and dissertations. Day-to-day classroom presentations or presentations to AFROTC groups do not require approval. Additional guidance concerning review of material to be released to the public is available in AFI 35-102 Security and Policy Review Process, and DODD 5230.9, Clearance of DOD Information for Public Release.
5.2.2.2. Approval Request:

5.2.2.2.1. The 88th ABW Public Affairs (PA) office can approve unclassified, non-controversial material. For material which requires approval by higher headquarters (examples include material which contains discussion of controversial matters of foreign, domestic, or defense policy), allow at least 30 additional duty days for approval procedures. Submission guidance also posted on the CIP web site.

5.2.2.2.2. One copy of the material on CD (preferred) or hard copy should be submitted to the PM at least 21 days prior to presentation date along with the following information:

5.2.2.2.2.1. Name, title, and organization of author.

5.2.2.2.2.2. Title of presentation.

5.2.2.2.2.3. Where, when, how material is to be released.

5.2.2.2.2.4. The suspense date required by the author or speaker.

5.2.2.2.2.5. WPAFB Form 1420, PA Security Review Worksheet (available on CI web site). If possible, obtain a technical reviewer signature (e.g., advisor, research sponsor, etc).

5.2.2.2.2.6. Include Disclaimer Clause in the publication/presentation, “The views expressed in this article are those of the author and do not reflect the official policy or position of the United States Air Force, Department of Defense, or the U.S. Government.”

5.2.2.2.2.6. Do not include Privacy Act or Personally Identifiable Information in your material (e.g. SSN, Dates of Birth, home address, telephone numbers, names of family members.

5.2.2.2.2.7. Mail material to your PM who will process it to the 88th ABW PA office.

5.2.2.2.2.8. To contact the 88th ABW PA office directly:

88 ABW/PA  
5215 Thurlow Street  
Bldg 70, Area C  
Wright-Patterson AFB OH 45433-5543

Phone: (937) 904-1263 or (937) 522-3252  
Email: 88abwpa.spr@wpafb.af.mil
5.2.3. Patent Applications. Air Force policy encourages inventive talent and is concerned with determining and protecting the rights of both the government and the inventor. The student considering patent application should consult AFI 51-303, Intellectual Property - Patents, Trademarks, and Copyrights. Individuals should make inquiries concerning their rights, responsibilities and procedures to:

AFMC LO/JAZ
2240 B Street, Rm 100
Wright-Patterson AFB OH 45433-7109
(937) 255-2838 or DSN 785-2838

5.3. Tuition and Fees Payment.

5.4.1. General. The institution bursar’s office is required to bill AFIT directly for the student’s tuition and fees. AFIT interacts directly with the institution for payment of tuition and related fees. An Educational Services Agreement (ESA) is established at each school hosting CIP students where AFIT is funding tuition. The ESA number should appear on the student’s PCS orders. Failure to provide a copy of their PCS orders to their bursar’s office may result in the school not billing the Air Force. Students with questions regarding billing or other financial considerations should first contact their PM.

5.4.2. Optional Fees. In addition to a student’s tuition, the Air Force will pay only those fees required by the institution that are applicable (mandatory) to all students pursuing the same or a similar curriculum. The Air Force will not pay optional fees such as waive-able health fees, parking fees/permits, or charges for personal services (food, housing, laundry). The Air Force will not pay fees for thesis/dissertation typing, binding, microfilming. The student has no authority to obligate the Air Force for any expenses. If uncertain about any fee, students should consult their PM.

5.4.3. VA Benefits and AF Tuition Assistance. VA regulations 14025B and 15023, specifically prohibit paying educational benefits to active duty personnel if the course or courses are paid for, in whole or in part, by the Armed Forces. All active duty students in programs where AFIT pays the required tuition and fees for that program, are, generally not eligible for either VA benefits or other (non-AFIT) AF tuition assistance. Exceptions to this general rule may exist for certain programs, e.g., Excess Leave Legal Program and Educational Delay students. However, students are to check with their PM prior to accepting any outside tuition assistance while enrolled in an AFIT program.

5.4. Academic Program Alterations for Curtailment, Extension and Conversion.

5.4.1. Curtailment. Since reassignment action and campus departure depend upon a student’s official completion date, the student should immediately notify the PM if early program completion is anticipated. Otherwise, reassignment/notification and orders publication may be delayed.

5.4.2. Extension. Extensions beyond official completion dates should be discussed with PMs as early as possible. Most extensions are subject to AFPC approval and approval is far less
likely when requested late in a program (e.g., during the last term). A formal request will include:

5.4.2.1. A letter to the PM fully explaining the need for the extension.

5.4.2.2. A revised education plan, signed by the student and advisor, showing all courses taken/planned, grades received, and courses to be taken during the period of extension.

5.4.2.3. Supporting letters from faculty members that indicate the extension is necessary and will ensure successful completion of degree requirements as specified below:

5.4.2.3.1. For PhD candidates, supporting letters from the dissertation advisor and the department chairman. If the student’s advisor is also the department chairman, then obtain one additional letter from another professor, preferably from the student’s dissertation committee.

5.4.2.3.2. For non-PhD students, one supporting letter from the student’s faculty advisor and the department head’s endorsement certifying concurrence with the advisor.

5.5. Inspector General (IG) Complaint System.

5.5.1. When a member of the Air Force feels he or she has a legitimate complaint, the member is encouraged first to discuss the issue with the immediate supervisor, unit complaints officer, or unit commander. CIP students should seek to resolve problems through the LO, the PM, appropriate AFIT CIP Division Chief, and then the Associate Dean for Students, AFIT/ENE. If the complaint is not resolved at this level, the member may present the problem directly to the next higher supervisor, commander, or inspector. If unable to obtain a satisfactory resolution of the complaint, the member may communicate directly with the Inspector General, USAF, Reference AFI 90-301, Inspector General Complaints.

5.5.2. Students may discuss their concerns with the IG at any time, in confidence and without prior approval of their commander or supervisor. There are two avenues of approach for CIP students to access the IG system.

5.5.2.1. Use the closest IG to their assigned location. This can be any service IG (e.g., Army, Navy). As necessary for the particular case, the issue will be routed to the Air University IG using the Automated Case Tracking Systems (ACTS).

5.5.2.2. Students may also call/e-mail/mail the complaint directly to the Air University IG (AU/IG). The AU/IG will assist, refer, transfer, investigate, or dismiss as appropriate. The AU/IG website is located at http://www.au.af.mil/au/directorates_ig.asp. Inquiries can be emailed directly to either of the following Workflow mail groups, au.ig@maxwell.af.mil or au.ig.workflow@maxwell.af.mil.
Chapter 6

THESIS/DISSERTATION PROGRAM AND ACADEMIC TRAVEL INFORMATION

6.1. Initial Planning. Research is required in most advanced academic degree programs. Where an option exists, students are expected to select the research option. Careful planning is essential to successful research. Selection of an advisor and thesis/dissertation committee, availability of data and research facilities, travel requirements, and other pertinent factors must be considered. Students must keep in mind the time limit of their AFIT program. If feasible, students should select a topic of USAF or DoD interest. Students in the Master of Laws Program see 8.6.1.

6.2. Research Information and Assistance. Assistance in topic selection is available from a variety of sources. Possible sources include Air Force laboratories, research facilities, Air Force Office of Scientific Research, and MAJCOM/Operating Agencies.

6.2.1. AFIT Library (AFIT/LD) can be reached at commercial (937) 255-3005 or DSN 785-3005; email afit.ldweb@afit.edu or on the web at http://www.afit.edu/library/.


6.2.3. Other sources. Students should also contact their sponsor or next unit of assignment, when known, so that research may be tailored to their requirements. Further, students should attempt to conduct research in an area where federal grants have previously been awarded to their institutions.

6.3. Research Proposal. As early as possible, students will inform their PM of their general area of research by letter or by notation on the education plan. Prior to beginning research but generally no later than 9 months for Master’s Degrees, and no later than 18 months for PhDs, students will submit a specific thesis/dissertation proposal to their PM for review and annotation in the academic record. The proposal will include the following:

6.3.1. The student’s name, civilian institution, degree level, and academic field.

6.3.2. A statement of the subject area, including a brief description of the nature and scope of the research.

6.3.3. Identification of the expected sources of research data.

6.3.4. Indicate if travel may be required and source of travel funding. If possible, provide a description of the travel required, if any, to support the research, number of trips, location, number of days, and estimated expense (Paragraph 6.6.). Topic selection should be such as to limit the need for research travel. Do not assume AFIT will fund any travel associated with research.

6.3.5. An endorsement by the student’s advisor.
6.3.6. For medical students, an estimated cost of supplies and equipment.

6.4. Thesis and Dissertation

6.4.1. With the exception of NPS students, CIP students must send one copy of their thesis or dissertation to their PM as soon as possible after its final approval by the school along with the WPAFB Form 1420, Security Review Worksheet to obtain Public Release through the 88th ABW PA office. The disclaimer statement shown on the checklist should be included somewhere on the thesis/dissertation. Meteorology students must also forward one copy to the Air Force Weather Technical Library, 151 Patton Ave, Asheville NC 28802. Master of Laws students should refer to paragraph 8.6.5. Copies on CD are preferred. If sending hard copy, the copy should be an unbound copy.

6.4.2. Classified Thesis/Dissertation. Do not send a classified thesis or dissertation to AFIT. Students who conduct research of a classified nature are responsible for determining the proper protocol at their institution/research facilities and follow all proper security procedures.

6.5. Thesis and Dissertation Completed in Absentia. Must be requested prior to PCS from AFIT. Students wanting AFIT to pay for one term of in absentia registration must submit a written request to their PM 30-60 days prior to PCS from AFIT. This request should also be annotated in the Certification Block of the student’s final education plan. The request must include the student’s name, program, school, the academic term for which registration is requested (if known), and a statement outlining what requirements remain for the degree to be completed.

6.5.1. AFIT may pay tuition and fees for one additional term (for example, semester, quarter, and trimester) under the following conditions:

6.5.1.1. AFIT determines the officer will be able to complete all remaining degree requirements during that term.

6.5.1.2. The term begins not later than one year after the AFIT completion date or one year after departing a remote tour immediately following the officer’s AFIT program.

6.5.1.3. Minimal costs associated with any remaining research hours which will be completed during the term and which are needed to fulfill the research requirement.

6.5.1.4. Fees charged for submission and defense of the thesis or dissertation, but only if these events occur during the term described in paragraph 6.5.1. and only if AFIT has not previously paid these fees.

6.5.1.5. Fees charged which are required for the award of the degree (for example, graduation fee).

6.5.2. AFIT will not pay for:
6.5.2.1. Any charges for additional academic course work or fees, except minimum required research hours the officer must take during the additional term.

6.5.2.2. Any additional charges for academic work the officer may undertake in the future, unless the officer is reassigned to AFIT as a student.

6.5.2.3. Any per diem or travel costs for the former student to return to the civilian institution for any purpose after the completion of his or her original AFIT tour. This includes the additional term.

6.5.3. Once the Thesis/Dissertation is completed; the student should submit a request for a Supplemental Training Report to AFIT/ENES. Detailed office and contact information to request the Supplemental TR is available on the AFIT webpage.

6.5.4. Completion time-frame constraints are based solely on university/institution requirements. Students who graduate in absentia must arrange for an official transcript with degree posted to be sent to their PM after award of the degree. AFIT Coding cannot update student records with the degree without an official degree-posted transcript.

6.6. Academic Travel. TDY travel funds for research are limited. Only PMs have authority to grant TDY in support of student academic programs. All requests for TDY/PTDY to support research at CONUS locations must reach the PM at least 30 days before the proposed travel date. Except for unusual circumstances, overseas TDY must be permissive and requires at least 60 days advance notice. All TDY requests will be submitted in writing or by e-mail, and will include the following (also see web site):

6.6.1. Proposal.

6.6.1.1. Reason for the trip.

6.6.1.2. Detailed itinerary.

6.6.1.3. Proposed mode of travel. **Students must use government travel office for airline tickets and rental cars.**

6.6.1.4. Availability of government quarters.

6.6.1.5. Estimate of all costs associated with the TDY.

6.6.2. Student TDYs will be processed through the Defense Travel System (DTS).

6.6.2.1. If the TDY is not performed, students will notify their PM so orders may be canceled.

6.6.3. Attendance at Technical, Scientific, or Professional Meetings.
6.6.3.1. If students are active participants at a conference related to their academic program or if conference attendance is mandatory (this is rare) for their academic program, the trip may be funded by AFIT, provided TDY funds are available.

6.6.3.2. Attendance at other professional meetings will be on PTDY status and must be fully justified to the PM.

6.6.3.3. Non-Federally Funded (NFF) Travel: Students may, in some cases, accept an offer for use of non-federal funds to attend technical, scientific, or professional meetings. Note that students cannot solicit funds from the non-federal source. Requests for use of non-federal funds must be approved in advance by the PM. Students must complete a NFF Legal Review letter (Fig 6.1). Whenever possible, it is preferred the NFF source provide the benefits “in-kind” versus on a reimbursement basis after the travel is conducted. Upon receipt of the letter, the PM will forward the request for an ethics review by the appropriate Legal Office IAW the Joint Ethics Regulation. Requests should be submitted in writing at least 30 days in advance of the TDY.

If approved, the student will receive official TDY orders, perform the travel, and file a travel voucher with the Air Force for reimbursement. Note that the Air Force must front the cost of any travel benefits not provided in-kind by the non-federal source. The student is reimbursed directly by Air Force funds (not the NFF source). The student then files a travel claim with the non-federal source and requests that reimbursement be mailed to AFIT at the following address:

AFIT/FM
Office of the Bursar
2950 Hobson Way
Bldg 643 STE 203
Wright-Patterson AFB OH 45433-7765

It is imperative that the payment is mailed to the address above along with the student’s name, rank, and name of AFIT PM. The reimbursement process precludes the non-federal source from making direct payment to the student, thus violating the Joint Ethics regulation. Mailing the check along with copy of the settled pay voucher to AFIT enables the check to be credited to the proper account. All checks should be made payable to “DFAS-DY-FTD” or the US Air Force or US Treasury. A detailed cost reimbursement report, Standard Form 326, Semiannual Report of Payments Accepted from a Non-Federal Source, must be submitted to the PM within 30 days following the non-federally funded TDY. Delays in submitting this report must be coordinated with the PM.

6.7. Security Clearance. If access to classified material is required to conduct research at the travel destination, students should notify their PM in time to complete the required visit notification prior to the TDY. The AFIT Security Manager will assist with the visit request.
6.8. TDY to Foreign Countries.

6.8.1. Seldom will funded travel be approved to foreign locations. However, if circumstances warrant, PTDY or non-Federally funded TDY can be authorized for professional meetings, research, and medical residency elective rotations. Several levels of administrative review are required, with final approval by the Associate Dean for Students. Students requesting travel to a foreign country should contact their PM immediately. Additionally, students are required to view the electronic Foreign Clearance Guide (website link can be found on the CIP website) and follow required Air Staff, State Department and/or U.S. Embassy guidance.

6.8.2. Student requests should be submitted to their PM not later than 60 days prior to planned departure. The following information must be included:

   6.8.2.1. Purpose of TDY.

   6.8.2.2. Justification for performing the TDY at a foreign location versus the U.S.

   6.8.2.3. Location and dates of TDY.

   6.8.2.4. Detailed travel itinerary, including date and place of departure from the U.S. and date and place of reentry to the U.S.

   6.8.2.5. Name of institution to be visited to include a point-of-contact and phone number.

   6.8.2.6. Estimate of all costs associated with the TDY. State whether or not you are requesting AFIT funding.

   6.8.2.7. Complete a Pre Foreign Travel Questionaire (PM can provide copy)

6.8.3. Contact your servicing base Air Force Office of Special Investigations (OSI) Detachment at least 60 days prior to the planned departure date to schedule a security briefing. Indicate the appointment in the TDY request. Students must obtain a security briefing within two weeks prior to departing the United States. Briefings may be obtained at a local base OSI detachment. Students traveling to designated “high threat” locations will be given special instructions by the OSI. Permission for the TDY will not be granted without documentation of the OSI security briefing.

6.8.4. Call the nearest MTF and schedule a visit with the Travel Immunization Clinic to ensure required immunizations are received and public health briefing specific to the country is received before departure.

6.8.5. Upon return from foreign travel, members should complete a Post Foreign Travel Questionaire (PM can provide copy).
MEMORANDUM FOR AFIT/JA

FROM: AFIT/ENEL or AFIT/ENEM

SUBJECT: Request for Legal Review of Acceptance of Travel Benefits under 31 U.S.C. 1353, [name of traveler], AFIT Student, [name of university]

1. This letter is to request legal review of acceptance of non-Federally funded travel benefits in accordance with 31 U.S.C. 1353.
   a. [Name of traveler] will be on official TDY.
   b. This offer of travel benefits was unsolicited.
   c. Travel has not yet taken place and will take place from [begin date] to [end date].
   d. The traveler will go to [location] to attend [event title] from [begin date] to [end date]. This event is sponsored by [sponsor]. The purpose of this event is to [purpose] and the traveler’s duties at this event will be to [official duties].
   e. [Full name of non-Federal benefit provider] offered to help fund the travel costs of this TDY. The [provider] offered to pay or provide the following benefits in the following dollar amounts: [plane fare, lodging, meals, rental car, conference fees, etc.], which total [total value]. The following benefits will be provided in kind: [list]; the other benefits will be paid for by check or similar instrument made payable to the Air Force.

2. Please provide a written legal review in accordance with the Joint Ethics Regulation. For further information, please contact [student name, phone number, email] or [afit program manager name, phone number, email].
Figure 6.2. SF 1164 Claim for Reimbursement for Expenditures on Official Business

<table>
<thead>
<tr>
<th>DATE</th>
<th>CODE</th>
<th>MILEAGE</th>
<th>MILEAGE</th>
<th>DATE</th>
<th>DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>A</td>
<td>0.5</td>
<td>200</td>
<td>28 AUG</td>
<td>UNIVERSITY APPLICATION FEE</td>
</tr>
<tr>
<td>28 AUG</td>
<td>C</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (h)) $50.00

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. \(\text{Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to do so certify (31 U.S.C. 690a).}\)

9. This claim is certified correct and proper for payment.

10. I certify that this claim is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

SIGNATURE

11. CASH PAYMENT RECEIPT

<table>
<thead>
<tr>
<th>a. PAID (Signature)</th>
<th>b. DATE RECEIVED</th>
<th>c. AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>28 Aug 01</td>
<td>$</td>
</tr>
</tbody>
</table>

ACCOUNTS CLASSIFICATION

Exception to SF 1164

STANDARD FORM 1164

REV. 11-77 (BF-V1) [PerFORM PRO]

Approved by OMB 3-83.

Prescribed by USA, FPR (SF 41), 10-1-7.
Chapter 7

PROGRAM CONCLUSION AND DEPARTURE FROM SCHOOL

7.1. Graduation Ceremony Policy. The student’s official completion governs campus departure date. While attendance at university graduation ceremonies is encouraged, the student will not be allowed to remain on campus for the ceremony if there are more than seven days between the completion date and the ceremony unless the student takes leave in conjunction with their PCS and the additional time will not interfere with their RNLTD to their follow-on assignment. Attendance at the graduation ceremony is not a requirement for award of a degree.


7.3. Final Education Plan, Transcripts, and Certificate of Completion.

7.3.1. Final Education Plan. Prior to departure from campus, students will update their final education plan and submit all grades on-line from the CIP website. This applies regardless of degree completion status (e.g., all but dissertation status, disenrolled, SIE’d, etc.).

7.3.2. Final Transcript: Students are reminded that it is their personal responsibility to submit an official degree posted transcript to their PM following their completion date. This responsibility does not end until these documents arrive at AFIT.

7.3.2.1. Students who graduate at the time they depart school must provide their PM with an official university raised seal transcript with degree posted as soon as it is available. The student should arrange with the Registrar to forward the transcript directly to the PM. The transcript enables AFIT to update the student’s official Air Force records. Official military records at AFPC will not be changed to reflect the award of the degree without an official university transcript with degree posted.

7.3.2.2. If degree requirements will be satisfied before departing school but the degree will not be awarded until 30 or more days after the student’s scheduled departure date, the student must send a letter of completion on official university letterhead signed by the major department head or graduate school certifying that all degree requirements have been completed and indicating the date the degree will be awarded, the actual title of the degree, the total number of credit hours completed, and the cumulative GPA.

7.3.2.3. Certificate of Completion. All students in non-degree programs where an official certificate is awarded must have a copy of their Certificate of Completion forwarded to their PM for updating student’s official AF records.

7.4. Assignment Procedures and References.

7.4.1. The officer assignment system is administered by AFPC at Randolph AFB TX. Normally students should receive end assignments and have orders in hand not later than 60 days prior to AFIT completion date. Officers are expected to take an active interest in their
career progression and reassignment actions. Student follow-on orders will be prepared by the servicing MPS, not AFIT. To assist the individual in controlling and monitoring these areas, the following suggestions are offered:

7.4.2. Reaffirm a precise completion date to your PM as soon as possible but not later than 10 months prior to program completion.

7.4.3. Contact your officer career functional or resource manager at AFPC for guidance and general information on the availability and kinds of assignments in your specialty. Officers sponsored by specific agencies should communicate with those agencies.

7.4.4. Contact your servicing MPS for questions regarding status of your orders.

7.5. **Formal Training Applications.** Students desiring to attend courses described on the AETC Education and Training Announcements web site, should contact the MPS Classification and Training Section at their next duty station. Attendance at most of these courses (except when directed by USAF as TDY en route to a first permanent station) is subject to MAJCOM quotas for permanent party personnel. AFIT has no authority to schedule students for these courses.

7.6. **Flying Training.** Eligible officers may apply for flying training in accordance with AFI 36-2205, applying for Flying and Astronaut Training Programs. Send application packages to your PM for routing endorsement by the Associate Dean CIP and AFIT Chancellor.

7.7. **Departure Procedures.**

7.7.1. Unless otherwise authorized, students must schedule their final out-processing/departure date and enter PCS status within seven calendar days of their official (education plan) program completion date. The student must report their sign-out date, departure date and time of departure to the LO, the AFROTC Det (if applicable), and the AFIT PM.

7.7.2. Authorization to remain at the school location and sign-out after the seven day period will not normally be approved. Exceptions to this policy will be made on an individual basis. A member may request to remain at the school location more than seven calendar days after AFIT completion, based only on extenuating circumstances (for example less than 15 days notification of PCS assignment or while waiting for the start of en route training). Students who desire to remain on station past the seven-calendar day deadline will submit their request to remain on campus in writing to their PM. The AFROTC PAS must be given the opportunity to provide employment during the delay period. Except in emergencies, requests arriving with less than 60 days lead-time will not be processed. Requests must include a specific time span and complete contact information for the person who will be the student’s local supervisor during the delay period. The request must be endorsed by the proposed local supervisor and the AFROTC PAS (if applicable). The endorsement should clearly indicate that the student will be effectively utilized until departure.
PART 3- SPECIFIC PROGRAM GUIDANCE

Chapter 8

LEGAL EDUCATION PROGRAMS

8.1. Compliance with Student Instruction. This instruction is directive in nature and establishes policies, procedures, and standards applicable to the educational programs managed by Civilian Institution Programs, AFIT/ENEL. All participants in the three legal programs, like other CIP students, will comply with the applicable portions of this instruction unless specific exemptions have been granted by AFIT. At schools where there is an AFROTC detachment and/or AFIT Liaison Officer (LO), officers must comply with policies and procedures of one or both that are responsible for local implementation of AFIT policies.

8.2. Student Classification.

8.2.1. Master of Laws Program (LLM). These are active duty Judge Advocate General (JAG) officers selected to attend graduate school in various specialties of law such as space, civil, international, labor, environmental, trial advocacy, computer and government procurement to attain the second professional law degree. Officers attend school on a continual basis, do not participate in legal internships at bases, and are authorized appropriate pay and allowances.

8.2.2. Funded Legal Education Program (FLEP). As directed by Public Law 93-155 and implemented under AFI 51-101, Judge Advocate Accession Program, active duty career officers (regular or reserve) are assigned as students at accredited law schools for a period of training not to exceed 36 months, leading to the first professional law degree, Bachelor of Law or Juris Doctor, and completion of the bar examination. Pay and allowances are authorized during the period of training and ordinary leave is accrued. An officer in this program must, at a minimum, pursue a normal semester or quarter course schedule (day classes) until receiving the degree.

8.2.3. Excess Leave Legal Education Program (ELP). Active duty career officers (regular or reserve) are assigned as students at accredited law schools for a period of training not to exceed 36 months, leading to the first professional law degree, Bachelor of Law or Juris Doctor, and completion of the bar examination. However, ELP students complete their programs in excess leave status. Excess leave is leave other than that accrued under 10 USC 701. Excess leave is not charged against an officer’s leave account and is not repaid. No pay or allowances are authorized for students in this program nor is ordinary leave accumulated; however, ordinary leave is accrued and may be granted in conjunction with periods of legal internship extending more than six days. An officer in this program must, at a minimum, pursue a normal semester or quarter course schedule (day classes) until receiving the degree.

8.3. Status of Personnel in Program. Personnel participating in the LLM, FLEP, or ELP programs are active duty officers assigned to AFIT. LLM and FLEP students may not engage in employment for any outside employer. Exceptions to this policy are ELP students and they will be processed in accordance with Joint Ethics Regulation/employment request letter submitted to HQ USAF/JAX, 1400 Air Force Pentagon, Washington DC 20330-1420 who will notify AFIT
CIP of the decision. Excess Leave students, although attending school in a non-pay status, are entitled to all other normal active duty benefits and privileges.

8.4. Opening/closing Pay Records (ELP students only). AFIT/ENEL PM initiates action to open and close pay records of ELP students for periods of annual leave and/or legal internship. Officers initially entered into the ELP program begin non-pay status effective the first day of classes.

8.5. Education Plan. Prepare and submit to AFIT CIP the AFIT Forms 18 and 18A, Education Plan and Financial Voucher, as described in paragraph 4.3. One copy of the forms must also be sent to HQ USAF/JAX. FLEP and ELP students will reflect the entire three years of Law study. LLM students will reflect the entire year, to include thesis preparation, if applicable. Although exact course offerings may not be available, officers should project those courses they intend to take. Elective courses should be selected so as to be most compatible with future military assignments as a JAG officer. Each fall, students in the FLEP and ELP programs are required to submit a revised plan to AFIT CIP covering the entire three years, including courses already taken and grades received. Minor changes to the program, between submission of the initial plan and the annual fall revisions, can be coordinated with AFIT CIP.


8.6.1. Thesis Topic. Students enrolled in LLM programs requiring a thesis should identify thesis topics as early as practicable. Primary emphasis should be given to Air Force and DOD-related research. HQ USAF/JAX will assist students in obtaining listings of suggested Air Force and DoD topic areas if such lists are available.

8.6.2. Thesis Proposal. Students are required to submit a copy of their thesis proposal to AFIT/ENEL and HQ USAF/JAX for approval.

8.6.3. Temporary Duty (TDY). Students performing research on a topic of direct interest to the Air Force and/or DoD are eligible for funded TDY, provided funds are available (paragraph 6.6.). AFIT has the authority to grant PTDY in support of student academic programs and seek legal approval for non-federally funded TDY. Submit requests to AFIT and forward a copy of the request directly to HQ USAF/JAX at least 30 days in advance of the departure date. Requests must include items listed in (Paragraph 6.6.1.)

8.6.5. Publication and Copies. As soon as possible after final approval and acceptance by the school, students are required to submit two copies of their completed thesis to The Air Force Law Review, CPD/JA, 150 Chennault Circle, Maxwell AFB AL 36102-6429, prior to submission to any other publication. The Air Force Law Review will review the submission for possible publication. LLM Students are also required to submit one copy each of their completed thesis to HQ USAF/JAX, 1420 Air Force Pentagon, Room 5E409, Washington DC 20330-5120.
8.7. Cost of Training.

8.7.1. LLM Program. AFIT pays for all tuition and fees through the Educational Services Agreement with the specific school. Any fees incurred by the officer due to late registration, late/drop/add, etc., are the sole responsibility of the officer.

8.7.2. FLEP Program. AFIT pays for all tuition and fees through the ESA with the specific school. Any fees incurred by the officer due to late registration, late drop/add, etc., are the sole responsibility of the officer.

8.7.3. ELP Program. All school expenses are borne by the students in this program and no pay and allowances are received while in school. Refer to paragraph 8.9.3. Legal Internship, for periods when pay records can be opened.

8.8. Legal Internship.

8.8.1. LLM Program. Does not apply.

8.8.2. FLEP Program. During the first two years of their programs, FLEP students are required by AFI 51-101 to perform legal internships at Air Force Staff Judge Advocate Offices during summer vacation periods. Normally, internships will be performed at a base supporting the school to which the student is assigned. Requests for exception, with justification, must be coordinated in advance with AFIT CIP and HQ USAF/JAX. Internships will not be authorized for Air Force Reserve, Air National Guard, Army, Navy or Marine legal offices (Figure 8.1). Internships must begin within two calendar days of each officer’s last examination or class and may not be terminated prior to two calendar days before the start of fall classes. HQ AF/JAX will forward internship information to each student in November. On receipt of student responses, AFIT CIP will coordinate summer assignments with HQ USAF/JAX. Because of budgetary considerations, FLEP students do not serve an internship during Christmas breaks.

8.8.3. ELP Program.

8.8.3.1. During the first two years of their programs, students are required by AFI 51-101 to perform legal internships at Air Force Staff Judge Advocate Offices during summer vacation periods. Normally, internships will be performed at a base supporting the school to which the student has been assigned. Requests for exception, with justification, must be coordinated in advance with AFIT CIP and HQ USAF/JAX. Internships will not be authorized for Air Force Reserve, Air National Guard, Army, Navy, or Marine legal offices. Internships must begin within 10 calendar days of each ELP student’s last examination or class and may not be terminated until 10 calendar days prior to the start of fall classes. On receipt of requested student internship information, AFIT CIP will coordinate summer assignments with HQ USAF/JAX. Paid status will start on first day of the internship and will end the last day of the internship.

8.8.3.2. During other periods of vacation, extending 14 calendar days or more, (usually Christmas break), ELP students may request to perform internships. The purpose to perform internships during these periods must be fully justified, however there is no
guarantee of approval. ELP students will coordinate requests with HQ USAF/JAX and the AFIT CIP PM.

8.8.3.3. Part-Time Work. In addition to the summer and winter internships, ELP students may request approval to work at an Air Force Staff Judge Advocate Office for any other period of 1 to 13 days. Pay and allowances will be earned during these periods but no funds will be authorized for per diem or travel. No leave will be accumulated during periods of duty of less than six days. Interested ELP students should submit a letter of request to the local SJA office where they desire to perform this work. The local SJA office will forward the request to AFIT CIP with their endorsement indicating that (a) work is available; (b) appropriate local supervision is present; and (c) that the SJA concurs with the request. AFIT CIP will coordinate the request with HQ USAF/JAX for approval or disapproval. If the request is approved, the local SJA will certify by letter to AFIT/ENEL, 2950 Hobson Way, Wright-Patterson AFB OH 45433-7765 by the sixth of each calendar month the name of the officer and days of duty performed during the previous month.

8.9. Summer School.

8.9.1. LLM Program. Students will pursue their academic programs on a continual basis, to include summer school to complete thesis requirements.

8.9.2. FLEP and ELP Programs. Each student will participate in the summer internship training unless a waiver is requested and approved to attend summer school. A request for waiver should be sent to HQ USAF/JAX through AFIT/ENEL, 2950 Hobson Way, Wright-Patterson AFB OH 45433-7765. AFIT CIP will review the request and forward it to HQ USAF/JAX for final approval. Such requests are usually disapproved unless attendance during all summer periods is available and will accelerate completion of the program.

8.10. Education/Training Reports (AF Form 475).

8.10.1. General. (Paragraph 3.6.)

8.10.2. FLEP and ELP Programs. At the end of each summer internship, the SJA of the student’s base of attachment for training prepares and sends a Letter of Evaluation (LOE) on an AF Form 77 to AFIT CIP and a copy to HQ USAF/JAX covering the internship period within 14 days. Excerpts from the LOE are included in the annual training report.

8.11. Academic Standards and Probation. Students in the FLEP and ELP programs must maintain at least a 2.5 cumulative GPA on a 4.0 scale. Students pursuing an LLM degree must maintain the same academic standards as an AFIT graduate student (see paragraph 5.1.).

8.12. Bar Review Course/Bar Examination. FLEP and ELP students take the first scheduled bar examination following graduation either in the state where they attended law school or the state of legal residence. Only HQ USAF/JAX makes exceptions to this requirement. The costs of the bar review and bar examination are borne solely by the student.

8.13.1. LLM and FLEP Programs (See paragraph 3.14. for applicable instructions). FLEP and ELP students desiring leave during a legal internship must coordinate with AFIT CIP to ensure that the internship orders authorize the desired leave.

8.13.2. ELP Program. Officers in excess leave status will submit all leave requests to the AFIT CIP PM; however, they should notify the LO of the inclusive dates of leave if an LO is assigned to their institution. (If there is no LO but there is an AFROTC PAS, the PAS should be notified). This applies only to Excess Leave students. However, the LO and/or PAS (if applicable) and AFIT CIP must be notified of the period of absence and given an emergency address and telephone number prior to departure.


8.14.1. LLM Program. Program completes on the last day of exams or course work, if not completing a thesis, or on the day the thesis is accepted by the school (whichever is later)--not the day of the graduation ceremony. All AFIT students have up to 7 calendar days after the completion date for out-processing purposes and final sign-out/departure. If the graduation ceremony date falls in that 7 day period, a student can attend the ceremony without being charged leave. After the 7 day period, students will have signed out in PCS status. If they remain in the area to attend graduation, they will be charged leave for any days beyond authorized travel days to their next assignment when they file their PCS travel. Students cannot PCS prior to the established AFIT completion date.

8.14.2. FLEP and ELP Programs. Program terminates on completion of the bar examination or completion of degree requirements, whichever is later. See AFIT 51-101 for additional guidance on AF/JAX program completion requirements.

8.14.3. All Programs. Refer to Chap 7 for additional program completion/out-processing guidance.

8.15. Follow-on Assignment. All follow-on assignments for legal students are determined by HQ USAF/JAX. Students should communicate directly with that office regarding assignment selection matters. The student’s MPS will issue PCS orders on receipt of assignment information from HQ USAF/JAX.
MEMORANDUM FOR HQ USAF/JAX
THE PENTAGON ROOM 5E409
WASHINGTON DC 20330-5120

FROM:

SUBJECT: Request for Waiver from Summer Internship to Attend Law School in the Summer

1. I, (name, SSN, a # year FLEP or ELP student) request a waiver from my law summer internship to attend law school in the summer. (state the reason for the request and how it will expedite the completion of your legal program.)

2. If you have any questions feel free to call me at (home phone number.) Thank you,

(name, rank, USAF)
(FLEP/ELP student)
Chapter 9

EDUCATION WITH INDUSTRY PROGRAMS

SPECIFIC PROGRAM GUIDANCE


9.1.1. The Education with Industry (EWI) program was established and designed to develop qualities and abilities in selected officers/civilians necessary for effective management and professional or technical leadership and to provide an understanding of organizational structure, management methods, and the technology of modern industry. The program is essentially a management development program designed to improve the management abilities and technical and/or professional competence of participating students. Upon completion of the program, graduates should be assigned to Air Force duty consistent with their EWI experience/education.

9.1.2. EWI is an elite 10-month program for selected officers and civilians and is considered Basic Developmental Education (BDE) under the Force Development concept. The program is a highly selective, competitive non-degree educational assignment within industry related to the officer’s or civil service employee’s career field. The program uses a hands-on approach to provide Air Force officers and civil service employees with on-the-job education and exposure to best practices with industry leaders not available through formal courses of instruction. Since its inception in 1947, the high quality of EWI has been maintained through the outstanding support of companies and competitive selection of students.

9.2. Program Management. The EWI program matches selected students with participating companies and agencies best suited to meet the requirements of the Air Force. In each case, the Air Force and the company execute a service agreement, at no direct cost to either party. The document outlines the company and Air Force’s responsibilities. Companies endorse the objectives of the EWI program and agree to provide educational work assignments to students because they recognize the long-range national benefits possible through improved management and advanced technical/professional knowledge. The Air Force in turn, agrees to carefully select the students; pay those costs which are required to support the student's program; and remove the student whose progress, conduct or attitude is unsatisfactory to the company. The EWI program office, the selected students, and corporations all have a role and responsibilities in the management and success of the desired learning objectives.

9.2.1 The EWI Program Office:

9.2.1.1. Establishes program with private sector companies/agencies to meet specific Air Force professional specialty requirements. Removes companies from the program for unsatisfactory performance.

9.2.1.2. Assigns students to the appropriate company/agency according to the EWI option and the student’s background, in coordination with Career Field Managers and AFPC, with the concurrence of the sponsoring company/agency. Removes students from the program for unsatisfactory performance.
9.2.1.3. Provides AFPC with instructions for assignment into the program and monitors completion dates for reassignment from EWI, including the TDY enroute EWI Orientation Seminar.

9.2.1.4. Approves ordinary leave for all military officers assigned to the EWI program. Convalescent and Emergency leave is approved by the AFIT Associate Dean for Students.

9.2.1.5. Initiates actions necessary to secure appropriate security clearances and provide them to the company.

9.2.1.6. Maintains liaison through visits and correspondence with the company coordinator and other officials of host companies/agencies to ensure the academic programs meet the professional specialty requirements and that adequate support is being provided by the EWI program office and the company/agency.

9.2.1.7. Manages student travel requirements necessary to support the program.

9.2.1.8. Monitors student progress through periodic student reports and forwards to AFPC assignment teams and career field functional managers for review.

9.2.1.9. Arranges seminars and meetings for education and orientation.

9.2.1.10. Provides liaison with HQ USAF agencies, the Air Force Personnel Center (AFPC) and other organizations as appropriate.

9.2.1.11. Reviews company/agency evaluations of the students and completes training reports on assigned officers.

9.2.1.12. Reviews and updates the EWI Handbook and webpage as required to ensure requirements are current and meet the needs of participant agencies and students.

9.2.2. All EWI Students will:

9.2.2.1. Read and comply with program guidance published in the EWI Handbook and EWI AFI 36-2639.

9.2.2.2. Read and comply with guidance published on the webpage, https://www.afit.edu/cip/.

9.2.2.3. Inform the EWI Program Office on all matters pertaining to the EWI program, and issues that may arise during the EWI assignment.

9.2.2.4. Contact/meet with the EWI coordinator or designated representative in accordance with the letter of instruction/orders by the EWI Program Office. If there is a current student at the company they will be assigned sponsor duties. It is important the new student make contact with the previous student and/or the company coordinator to
obtain instructions and guidance concerning DoD support facilities, information on housing, security clearance/badges and general information concerning the program.

9.2.2.5. Comply with all policies and instructions provided by the company coordinator and the EWI Program Manager. This includes timely and complete submission of all information required by the EWI Program Office, such as work and travel plans, travel requests, TDY expense reports, leave request, student reports and any additional information requested.

9.2.2.6. Comply with the company's policy concerning dress and decorum. Ordinarily, civilian clothing will be worn; however, the same Air Force standards are required as when in uniform. The reference for AF standards is AFI 36-2903.

9.2.2.7. Perform those duties prescribed by the coordinated work plan for the EWI program. Except for the restrictions placed upon them as Air Force officials, students will comply with all company policies and procedures and work assignments directed by the coordinator/mentor of the students' functional discipline. The student is also responsible for complying with the policies concerning hours of duty, projects, reports, travel, and general work standards.

9.2.2.8. Be present for duty to include a minimum 40-hour workweek, as modified by company/agency standards, and mirrors the schedule maintained by other employees. This will amplify the learning experience, while earning respect from fellow workers, thus truly making the student part of the team. Except for necessary official military business, students are expected to be at the company/agency during normal company business hours.

9.2.2.9. Take no action either for or against company/agency strikes. In the event of a strike, students are required to stay in their workplace and will NOT perform any tasks which could normally be construed as part of the striking organization's work tasks. If there are pickets, the student will not cross picket lines. Find an alternate entrance or temporary duty location. If there are any questions, students should contact the EWI Program Office. Follow the examples provided in the EWI Handbook.

9.2.2.10. Provide the EWI Program Office with a schedule of programmed activities which indicate the general scope of each activity, relationship to desired learning objectives, and the planned sequencing and suggested responsibilities. This is part of the Student Work Plan.

9.2.2.11. Complete an annual Travel Plan in accordance with preparation and submission requirements outlined in the EWI Handbook and the webpage. The travel plan serves as a basis for all EWI travel and is used for planning and budgeting purposes.

9.2.2.12. Complete and submit Student and Travel reports, in accordance with the format and submission requirements outlined in the EWI handbook and the webpage.

9.2.3. Military Officer EWI students additionally will:
9.2.3.1. Comply with requirements listed in Chapter 2, as appropriate for EWI students.

9.2.3.2. Report arrival at their duty station to the servicing MPS within 24 hours of arriving in the local area of their company/agency. If the MPS is not within the local area every effort should be made to inprocess by phone, fax or email. Prior to traveling to the host base/MPS, students should contact the MPS by phone or email to determine reporting requirements.

9.2.4. Civilian EWI Students additionally will:

9.2.4.1. Inform the EWI Program Office when leave actions have been requested through the home station.

9.2.4.2. Attend the EWI Orientation Seminar. The seminar affords the EWI student to meet the company coordinator and receive valuable briefings which outline the program requirements.

9.2.5. Sponsoring Company/agencies will:

9.2.5.1. Agree to provide education in accordance with a program approved by AFIT.

9.2.5.2. Develop a Student Work Plan based on the Desired Learning Objectives (DLOs) (available from the EWI Program Manager).

9.2.5.3. Develop and coordinate a travel plan in support of and based on the Student Work Plan (sample in EWI Handbook).

9.2.5.4. Establish and coordinate the Student Work Plan through all departments, multifunctional areas, or divisions that the company/agency has deemed appropriate for the learning objectives, and forward to the EWI Program Office when complete.

9.2.5.5. Coordinate on all travel requests submitted for EWI students.

10.1. This chapter provides supplemental information specific to medical service officers enrolled in professional and graduate degrees, residencies, fellowships and Medical Education With Industry programs that have been approved and funded by the Integrated Forecast Board (IFB). Compliance with this chapter is in addition to the information in previous chapters. In this chapter, the term medical service officer(s) is used when a requirement or information applies to all Corps, (e.g. physicians, MC; dentists, DC; nurses, NC; health service administrators, MSC; and allied health disciplines, BSC). When a requirement is specific to a Corps, it will be listed as such.

10.2. Medical Malpractice Coverage and State Licensure. In general, Air Force medical service officers training under authority of lawful orders issued by the Air Force, while performing training/duties within the prescribed program curriculum, are acting within the scope of their employment with Air Force under federal law. The provisions of 28 United States Code, Section 2679, will immunize the officers from individual tort liability.

10.2.1. AFI 44-119, Medical Quality Operations, Chapter 4, outlines requirements for licensure, and stipulates that all Air Force health care providers must hold a valid state license. Licensure may also be required by either the state or the training program for residents, fellows, or other healthcare professionals as a prerequisite to providing health care services in that state. Air Force-sponsored officers licensed in a state other than the one where they are training may apply for reciprocity, if allowed by the state. Some states have within the framework of their legislation a provision, which exempts the military member from licensure while on active duty regardless of whether the care is rendered in a military or civilian environment. All fees and expenses of securing state licensure must be borne by the individual.

10.2.2. Drug Enforcement Administration (DEA) Licenses. Providers who are required to personally hold a DEA license may be exempt from paying the registration fee. If required to file for the license, the student should complete the individual identifying data portion of the form, send it to AFIT/ENEM, and it will be endorsed to the DEA. In this manner, the student may save the fee expense. If the DEA does not waive the fee, AFIT/ENEM may reimburse the member for the cost, provided funds are available. Instructions for obtaining reimbursement are located on the student website. Civilian training locations may have a central DEA license, which may cover residents and fellows.

10.3. Special Pay for Health Professionals: HQ AFMC/DPAMF, 550 C Street West Ste 27, Randolph AFB TX 78 150-4729, is the office of primary responsibility for medical special pays. Special pay information is also posted to the AFMS Kx website. The Chief, Health Care Education Division, (AFIT/ENEM) is authorized to complete the commander endorsement for most medical service officers assigned to an AFIT training position. Officers who believe that they are eligible for special pays are responsible for reading the annual program guidance and
compliance with application procedures. If the application may be signed by a representative at AFIT/ENEM, forward signed special and incentive pay agreements to AFIT/ENEM, ATTN: Medical Dental Residencies, 2950 Hobson Way, Wright Patterson AFB OH 45433-7765 or fax to (937) 255-5371. AFIT/ENEM will complete and forward to AFPC.

10.4. Stipends/Salary. Since AFIT-sponsored officers continue to draw active duty pay and allowances, they cannot accept stipends or salary from any other source. Prior to accepting any benefit from a source outside of the government, officers should contact their program manager for review/approval.

10.5. Medical Service Officer Residency and Fellowship Program Planning. Medical Corps, Dental Corps and certain Biomedical Science Corps officers enrolled in programs defined as residencies or fellowships, but have an academic component where payment of tuition is required and has been authorized by AFIT, must submit an education plan. Examples of residency programs with an academic component include Endodontic Residency and the Aerospace Medicine Residency completing the Master of Public Health degree.

10.6. Rotations for Medical Service Officers. It is expected that individuals will only enroll in programs where all academic and clinical requirements can be met in the local area. Elective rotations outside of the local area of the duty location will not be approved. At all times the officer must be in an approved duty status.

10.6.1. Healthcare providers (physicians, dentists, certain BSC officers), completing fellowships and residency programs, may have certain limitations that vary from individual to individual, and as such it is mandatory that officers coordinate any anticipated travel with their program manager to ensure proper duty status and coverage for medical malpractice. If the institution normally defrays the cost of the travel, it must still be coordinated and approved by AFIT.

10.6.2. Medical Corps and Dental Corps officers may be funded for one CME course per year.

10.6.3. Attendance at Professional Conferences by Nurse Corps, Medical Service Corps, or Biomedical Science Corps officers for the purposes of obtaining CME credit will not be approved while enrolled in long term education programs.

10.6.5. Medical Service Officers enrolled in AFIT sponsored education programs are not eligible to travel on AFIT short course quotas either received prior to entry into their program at their losing base, or to apply for short course quotas while enrolled in their programs.

10.7. Research Support for Medical Corps and Dental Corps Officers.

10.7.1. Residents and Fellows are expected to receive funding in support of required research from the same sources as non-AF students (e.g. grants, sponsors, etc.). Where this is
impossible and officers in these categories must pay out-of-pocket expenses, they may be authorized allowances for research-related thesis/dissertation expenses. Prior approval from AFIT/ENEM is required. When authorized, these payments will be included in the education allowance as often as practically possible. These expenses are limited to supplies and equipment organic to the research. Administrative expenses such as typing, binding, etc, are not reimbursable; rather, each student enrolled in an advanced degree program receives an allowance to assist in defraying these costs. Programs with unique requirements will be approved on a case-by-case basis and if approved are subject to reimbursement in section.

10.7.2. Additional research funds may be available through the Air Force Clinical Investigation Program. Such sponsorship requires an extensive proposal and protocol, including progress reports during the research. The particular research must significantly contribute to the progress of the biomedical sciences and to the efficiency of the USAF Medical Service. Further information is available from the PM.

10.8. Reimbursement Procedures for Physicians and Dentists enrolled in residency and fellowship programs. Individual training agreements outline the expectation that training will be at no cost to the government. In limited circumstances the AF may reimburse an officer for certain expenses when it is the normal policy of the institution and program that all residents/fellows in the same or similar training are individually responsible for financing such costs. Officers must comply with the following guidance:

10.8.1. Medical/Dental Supplies and Equipment. Reimbursement requests for required supplies and equipment must be accompanied by:

10.8.2. An itemized list of all items including: model/serial number (if applicable), make/brand name, unit cost, quantity, student discount, if any.

10.8.3. Two copies of certification by the Dean, program director, or designated institution official and countersigned by the student. An example of an acceptable certification is as follows:

“I certify that the item(s) listed above are required by all residents/fellows in the same or similar training program and the resident/fellows are individually responsible for financing such costs.”

Signature of Program Director or Director of Medical Education Date
Signature of Student Date

10.10. American Specialty Board Examinations.

10.10.1. AFMS Officers who become eligible for and desire to take the American Specialty Board Examination during their sponsorship through AFIT, may request to take the examination at government expense. Officers who believe that they are eligible to sit for an
examination, initiate contact with the agency directly. Officer who will be seeking government reimbursement for the exam fees, must request authorization from AFIT/ENEM prior to making application. AFIT/ENEM must identify at the time of desired application, the timing of the application payments to ensure funds are available or will be made available at the time the obligation is incurred. At no time will AFIT/ENEM be responsible for reimbursing the cost of an examination that has not been previously identified or approved.

10.10.2. AFMS officers who must travel away from the local vicinity of their duty location, may request to be placed on Temporary Duty (TDY), orders to take the examination. Provided funds are available, AFIT may fund the trip. In the event funds are not available, AFMS officers may request Permissive TDY, or ordinary leave. AFIT will consider funded TDY only when the date of the exam is within the sponsored training dates, or in rare cases funding may be approved when the examination is taken enroute to the new duty location following completion of training BUT prior to arrival at the new duty location. Officers will request funded travel in accordance with instructions on the AFIT student portal and include the memorandum from the certification agency documenting the test location/dates.

10.10.3. Officers taking American Specialty Board Examinations must obtain paid receipts for the examination fee to support their claims for reimbursement. Instructions for submitting the claim for reimbursement using the SF 1164 are located on the student website

10.10.4. Officers who are notified that they have successfully passed the examination will inform AFIT by sending a copy of the notification letter from the American Specialty Board.
Chapter 11

Education Delay Program


11.1.1. The Educational Delay Program provides AFROTC graduates an opportunity to obtain an advanced academic degree prior to entry on EAD. Students enrolled in the Education Delay Program hold commissioned appointments in the USAF Reserve. Education Delay Program is keyed to current and projected advanced degree requirements of the Air Force. Program degree specializations and opportunities are derived from the following basic considerations:

11.1.1.1. Total Air Force mission commitments and management responsibilities.

11.1.1.2. Current and projected manpower authorizations.

11.1.1.3. Current and projected advanced degree requirements.

11.1.1.4. Officer professional development objectives.

11.1.2. Approval of an Educational Delay does not constitute assurance of an active duty assignment related to the approved academic specialty. Changes in Air Force requirements preclude such assurances.

11.1.3. Delayed officers may not change academic specialty, university, or graduation date without prior approval from the Education Delay Program Manager, AFIT/ENEL. The only exception to this policy is if a delayed officer changes the university of attendance prior to starting classes leading up to the approved degree.

11.2. Program Management and Responsibilities.

11.2.1. The Education Delay Program Manager will:

11.2.1.1. Serve as the primary point of contact for officers enrolled in the program.

11.2.1.2. Provide information, assistance, and necessary forms needed for officers enrolled in the program.

11.2.1.3. Review, coordinate as appropriate, and approve delayed officer requests for academic specialty, university or graduation dates.

11.2.2. AFIT/ENEL will not interfere with any academic or educational requirements of the institutions in which delayed officers are enrolled. However, assistance is offered in meeting these requirements.

11.2.3. Delayed Officers will:
11.2.3.1. Comply with AFI 36-2009, Delay in Active Duty for AFROTC Graduates.

11.2.3.2. Maintain the academic standards established by the institution for the specific degree program at an accredited educational institution.

11.2.3.3. Maintain a full-time course load. Summer enrollment is recommended; however, not mandatory.

11.2.3.4. Complete the program within the time frame granted by the Educational Delay Board.

11.2.3.5. Maintain current personal contact information on file with AFIT/ENEL. Report changes within 5 days via the website (https://www.afit.edu/cip/).

11.2.3.6. Submit an initial AF Form 1082, Education Plan to AFIT/ENEL within five days after the first day of scheduled classes, and when changes occur as noted in the instructions for completing the form. See https://www.afit.edu/cip/

11.2.3.7. Submit student grades through the AFIT website not later than 45 days after the end of each grading period. If grades are not available, you must submit a letter explaining the reason for the delay and include your known grades.

11.2.3.8. Notify AFIT/ENEL immediately of any changes to program status such as:

   11.2.3.8.1. Inability to meet the grade submission requirements.

   11.2.3.8.2. Voluntary termination due to academic difficulty or other reason.

   11.2.3.8.3. Failure to continue the full-time approved Educational Delay Program (such as dismissal from the academic program)

   11.2.3.8.4. Request for extension due to inability to complete degree requirements within approved time frame (must be greater than 90 days prior to graduation).

11.2.3.9. Request an official degree posted transcript is sent to AFIT/ENEL on degree completion. Failure to provide a degree posted transcript may prevent the AF from awarding any creditable time in grade and/or bringing you to active duty in the approved specialty.

11.2.3.10. Perform a legal internship, if sponsored to complete a law degree. Instructions are located at http://www.jagusaf.hq.af.mil/EDprgrms/delay.htm.

TODD I. STEWART, PHD
Director and Chancellor
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References


AFI 33-360_AETCSUP, Publications and Forms Management, 27 September 2011


AFI 36-2009, Delay in Active Duty for AFROTC Graduates

AFI 36-2110, Assignments

AFI 36-2302, Professional Development

AFI 36-2406, Officer And Enlisted Evaluation Systems

AUI 36-2613, Support Of Air Force Institute Of Technology, Air Force Fellows, And School Of Advanced Air And Space Studies Personnel Attending Civilian Institutions By Air Force Reserve Officer Training Corps (AFROTC) Detachments

AFI 36-2705, Discrimination and Sexual Harassment

AFI 36-2903, Dress and Appearance

AFI 36-2905, Fitness Program

AFI 36-2908, Family Care Plans

AFI 36-2909, Professional And Unprofessional Relationships

AFI 36-3003, Military Leave Program

AFI 41-104, Professional Board And National Certification Examinations, 25 May 1994

AFI 41-117, Medical Service Officer Education, 19 Oct 2011

AFI 41-210, Tricare Operations and Patient Administration Function, 6 June 2012

AFI 44-102, Medical Care Management, 20 January 2012

AFI 44-119, Medical Quality Operations, 16 August 2011

AFI 51-101, Judge Advocate Accession Program
AFI 51-202, *Nonjudicial Punishment*

AFI 51-303, *Intellectual Property - Patents, Trademarks, and Copyrights*


AFI 51-903, *Dissident and Protest Activities*

AFI 90-301, *Inspector General Complaints*


31 U.S.C. 1353,

Public Law 93-155,

10 USC 701,

28 USC , 2679

*Adopted Forms (AFI 33-360, 3.5.5.)*

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 357, *Family Care Certification*

AFIT Form 18, *Education Plan and Financial Voucher (Cover Sheet)*

AFIT Form 18A, *Education Plan and Financial Voucher (Continuation Sheet)*

AETC Form 29A, *Commander’s Newcomer’s Safety Briefing*

AETC Form 29B, *Pre-departure Safety Briefing*

AETC Form 410, *High Risk Activities*

AETC Form 435, *Mishap Reporting*

AETC Form 708, *Commander’s Motorcycle Safety Interview*

IAW AFI 91-204, *Safety Investigations and Reports*

IAW AFI 36-2908, *Family Care Plans*
DD Form 93, *Record of Emergency Data*

AF Form 475, *Education/Training Report*

AF Form 709, *Promotion Recommendation Form*

AF Form 988, *Leave Request/Authorization*

Standard Form 326, *Semiannual Report of Payments Accepted from a Non-Federal Source*

SF 1164, *Claim for Reimbursement for Expenditures on Official Business*

AF Form 77, *Letter of Evaluation*

AF Form 1082, *Education Plan*

**Abbreviations and Acronyms**

AETC – Air Education Training Command

AF – Air Force

AFIT – Air Force Institute of Technology

AFIT/IG – Air Force Institute of Technology Inspector General

AFIT/LD – Air Force Institute of Technology Library

AFO – Air Force Accounting and Finance Office

AFPC – Air Force Personnel Center

AFROTC – Air Force Reserve Officer Training Corps

AMC – Air Mobility Command

APDS – Automated Personnel Data Systems

APM – Assistant Program Manager

ASC – Accounting

AU – Air University

AWOL – Absent without leave

BSC – Biomedical Science Corps
BDE – Basic Development Education

CI – Civilian Institute

CIP – Civilian Institution Programs

CME – Continuing Medical Education

CONUS – Continental United States

COT – Commissioned Officer Training

DC – Dental Corps

DEA – Drug Enforcement Administration

DFAS – Defense Finance and Accounting Service

DoD – Department of Defense

DTIC – Defense Technical Information Center

DUI – Driving under the influence

DWI – Driving while intoxicated

EAD – Earliest Arrival Date

ELP – Excess Leave Legal Education Program

ENE – Office Symbol for the AFIT Associate Dean for Students

ENEL – Office Symbol for AFIT CIP Graduate Education Division

ENEM – Office Symbol for AFIT CIP Healthcare Education Division

EOT – Equal Opportunity and Treatment

ESA – Educational Services Agreement

EWI – Education With Industry

FLEP – Funded Legal Education Program

FMA – Office Symbol for AFIT Financial Management Office

GPA – Grade Point Average
HQ AETC – Headquarters Air Education Training Command

HQ AETC/IG – Headquarters Air Education Training Command Inspector General

HQ USAF/SGPA – Immunizations?

HQ USAF – Headquarters United States Air Force

IFB – Integrated Forecast Board

JER – Joint Ethics Regulations

LLM – Master of Laws Program

LO – Liaison Officer

LOE – Letter of Evaluation

MAJCOM – Major Command

MC – Medical Corps

MLR – Management Level Review

MPF – Military Personnel Flight

MPS – Military Personnel Services

MSC – Medical Service Corps

MTF – Military Treatment Facility

NC – Nurse Corps

NFF – Non-Federally Funded Travel

NLT – No Later Than

NPS – Naval Postgraduate School

OSI – Office of Special Investigation

PM – Program Manager

PAS – Professor of Aerospace Studies

PCS – Permanent Change of Station
PRF – Promotion Recommendation Form
PME – Professional Military Education
P-TDY – Permissive Temporary Duty
RNETD – Report Not Earlier Than Date
ROTC DET – Reserve Officer Training Corps Detachment
SSAN – Social Security Account Number
SCN – Survey Control Number
SIE – Self-initiated elimination
SJA – Staff Judge Advocate
SSN – Social Security Number
TDY – Temporary Duty
TR – Training Report
TRICARE – Military Health Care System
UCMJ – Uniform Code of Military Justice
USAFA – United States Air Force Academy
VA – Veterans Affairs
vMPF – Virtual Military Personnel Flight