

# OFFICER EDUCATION RECORD UPDATES/CORRECTIONS

**Web Page:** <https://www.afit.edu/coding/index.cfm>

If your questions are not answered here, the best way to contact AFIT is their e-mail address at [AFIT.coding@AFIT.EDU](mailto:AFIT.coding@AFIT.EDU).

All mailed correspondence requesting updates to academic level should be addressed to:

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## **WHAT WE DO**

AFIT is responsible for maintaining the academic records for active duty, guard and reserve officers of the USAF IAW AFI 36-2305. Upon receipt of your college transcript, our Coding staff determines the appropriate academic specialty code (ASC), and updates that data, along with the school code and academic level (baccalaureate, master's, doctorate, professional degrees), into the Military Personnel Data System (MILPDS). This information is used for assignments, promotions, AFSC determinations, and other personnel actions.

**NOTE:** Our office does NOT update PME, Air Force training, active duty service commitments, or AFIT enrollments.

## **HOW WE DO IT**

An official transcript from the university may be mailed or e-mailed from the registrar's office reflecting your degree progress or graduation. Please allow 2-3 weeks for delivery and processing of traditional mail. We only receive mail from the base postal center on Wednesday and Friday. Overnight post and email runs 1 week for processing. E-mails are preferred to be in Adobe Acrobat .pdf format and must be the official transcript. Upon receipt of your college transcript, our Coding staff determines the appropriate academic specialty code (ASC), and updates that data, along with the school code and academic level (baccalaureate, master's, doctorate, professional degrees), into the Military Personnel Data System (MILPDS). The individual will notice the update on the CDB in vMPF within 24 hrs of processing. (We do not make real time updates to AMS SURF or AFVEC, it may take up to 30 days for the change to flow to other systems.) If delivery confirmation is required, utilize certified mail, FED EX, UPS or Express Mail.

**NOTE:** For bachelor's plus and master's updates all credits must be on a single university transcript. We do not have the authority to combine hours from multiple schools. We will accept transfer hours as annotated. Minimum requirements: Bachelor Plus - completion of 15 semester hours or 22 quarter hours toward the award of the master's degree. Master Plus -completion of 30 semester hours or 45 quarter.

## **PROMOTION BOARDS**

Please read the Instruction Sheet for Review of Preselection Brief, given to you by the MPF, very carefully. It will answer many of the most common questions. If there are updates, please plan accordingly prior to the promotion board, as not every request can be completed due to the increase in customer volume in the weeks leading up to the board.

## **FREQUENTLY ASKED QUESTIONS**

**Q: Why are/is my degree date(s) showing 1 January when my actual graduation date was something different?**

A: Prior to the implementation of the MILPDS system (June 2001), we only updated the graduation year for your degree(s). When MILPDS came online, everyone received a default date of 1 January of the year they graduated. The completion date format was not something they could change in ORACLE, the software platform MILPDS is based on. The month and day of the degree date is not considered in any promotion, assignment, PME, or any kind of board ... matter of fact the board members can't even see the month/day. We are updating the dates as we come to them in day to day processing but due to the number of records that need this information updated, we are not taking requests to update only this information.

**Q: I am meeting a promotion board soon; how can I get my records updated quickly?**

A: Temporary updates are available to personnel who have met the requirements for an academic level, however, are unable to receive an official transcript reflecting the achievement in time for a board or a Management Level Review (MLR) preceding a board. To accomplish a temporary update AFIT/RR will accept an official letter, on school letterhead stationery, signed by a responsible school official verifying academic accomplishment. Letters from the school can be faxed in; we recommend they also send the original.

**Q: How can I determine my transcript was received and/or education level updated quickly?**

A: By accessing the virtual MPF at: AF Portal> Personnel and Career> vMPF - virtual Military Personnel Flight> vMPF> Under 'Most Popular Applications'> select 'Career Data Brief'

**Q: What do I do to get my records updated?**

A: Send an official transcript showing the necessary hours, or degree to the address listed above.

**Q: How many credits do I need to reflect work towards a master's degree (Bachelor "Plus")?**

A: We must have an official transcript reflecting 15 or more semester hours, or 22 or more quarter hours of graduate work, above the baccalaureate level.

**Q: How many credits do I need to reflect work towards a doctoral degree (Masters "Plus")?**

A: We must have an official transcript reflecting 30 or more semester hours, or 45 or more quarter hours of graduate work, above master's level.

**Q: Can you accept a copy or fax of my transcript?**

A: We are unable to accept photocopies, faxes, scans, or pictures of transcripts. We can accept opened or "Issued to Student" transcripts as long as they are Official transcripts (i.e. have a raised seal or tri-color stamp, etc). In other words, the transcript does not have to come directly from the school, in a sealed envelope, etc.

**Q: How can I check to see if the update has been completed?**

A: We recommend you first contact your local MPF or Orderly room to check your record. If they cannot do this for you, we recommend you e-mail us at [AFIT.CODING@AFIT.EDU](mailto:AFIT.CODING@AFIT.EDU). We will check the system and e-mail back you back. If you do not have e-mail, then call us for a check of the system.

**Q: Do you update Squadron Officers school (SOS), Air Command and Staff College (ACSC), Air war College (AWC) and other PME Courses I might take?**

A: We do not update Professional Military Education (PME) courses. Please contact Maxwell AFB for SOS, ACSC and AWC. The phone number is: DSN 493-4814 or COMM 334-953-4814.

**Q: I have just received a message that my bachelor's degree information is not on file even though I have been in the Air Force for several years. The information has been in the system since I came in, and I have to have a degree to be an officer. How is this possible?**

A: When you are commissioned in the Air Force, the office that commissions you is responsible for obtaining official transcripts, verifying academic education, and forwarding them to our office (OETR) within 90 calendar days. This

does not always happen. We do periodic reviews of records, when we find that there is an error in a record we notify the member via a message sent through the local MPF.

**Q: Why does my degree specialty say Bus/Adm, Mgt: before the correct area is shown?**

A: Our coding system is built on adding specialties to general areas. The number part of your specialty code identifies a general area, and the three letters following identify your specific area. As long as the latter portion of your description identifies your specialty, the code is correct.

**Q: I am a Lieutenant/Captain, line officer, meeting a promotion board to Captain/Major. Why isn't my Master's degree showing on my selection brief?**

A: For line officers the brief will reflect the bachelor degree only, without year attained. This applies to line officers only.