

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 36-2301

PACIFIC AIR FORCES COMMAND

Supplement 1

31 MARCH 2004

Personnel

PROFESSIONAL MILITARY EDUCATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ PACAF/DPFET
(MSgt Robert Saccone)
Supersedes AFI 36-2301_PACAFSUP1,
16 February 1996

Certified by: HQ PACAF/DPF
(Col David Tom)
Pages: 7
Distribution: F

This publication implements AFD 36-23, *Military Education*. This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This supplement clarifies responsibilities of MAJCOM, Wing, PACAF Military Personnel Flights and Professional Military Education centers. New or revised material is indicated by an (*).

AFI 36-2301, 27 June 2002, is supplemented as follows:

2.8.5.1. (Added) Wing commanders are the approval authority for designation lists for PACAF officers assigned to their bases.

2.8.6.1. (Added) HQ PACAF/DPFE will sub allocate quotas to each wing, proportionate with the wing's eligible population. All eligible PACAF officers serviced by the Military Personnel Flight (MPF) are considered a part of the wing's eligible population. Wings are responsible for selecting and designating primaries and alternates. Officers assigned to short-tour locations may only attend SOS en route to their next duty location. Selection boards should be held at least twice a year to insure that the most eligible officers, in the window (4 to 7 years Total Active Federal Commissioned Service), are selected for SOS attendance. Officers assigned to long-tour areas may attend TDY and return or TDY en route.

2.8.7. Wing commanders may approve Total Active Federal Commissioned Service (TAFCS) waivers for SOS attendance up to one year (8 years TAFCS).

2.8.9.1.1. (Added) Force Management Development Division (HQ PACAF/DPF) is responsible for providing oversight on enlisted PME programs.

2.8.9.3. (Added) Enlisted PME facilities are specifically designated and intended for conducting enlisted PME courses and should not be used for other activities, without Commandant/ALS Flight Chief approval.

- 2.8.9.4. (Added) Enlisted PME instructors will use duty titles authorized in the 8T000 Career Field Education and Training Plan (CFETP). No deviations are authorized.
- 2.8.9.5. (Added) Publish school catalogs for ALS/NCOA each fiscal year on their web site. The catalogs must include, as a minimum: **a)** mission statement; **b)** diagram of the chain of command, beginning with COMPACAF; **c)** statement of CCAF affiliation; **d)** pertinent information to prepare students for attendance (e.g., reporting instructions, course and uniform requirements) and **e)** EPME Waiver Template (**Attachment 9 (Added)**).
- 2.8.9.6. (Added) Establish necessary guidance, including operating instructions (OIs), to ensure proper conducting of EPME courses.
- 2.8.9.7. (Added) Work with the host base/unit agencies to establish procedures for allocating ALS quotas.
- 2.8.9.8. (Added) Ensure students will not wear functional uniforms or organizational clothing while attending EPME courses. At the discretion of the commandant/ALS Flight Chief, certain organizational clothing may be worn.
- 2.8.13.1. (Added) PME centers will ensure students are entered into training normally NLT two workdays after class start date (CSD) and graduated normally NLT three workdays after class graduation date (CGD).
- 2.8.15. (Added) HQ PACAF/DPFE will manage and distribute funds to the appropriate schools for PACAF students to attend school.
- 2.8.15.1. (Added) PME Centers will email a quarterly budget report to HQ PACAF/DPFET, to include school identification and total.
- 2.9.1.1. (Added) Establish procedures for selection and release from selection for NCOA attendance. MPFs will request NCOA eligibility rosters through their local PSM. Eligibles will be prioritized according to: (i) MSgt Selects, (ii) TSgt, Longest Date of Rank (DOR)
- 2.9.1.2. (Added) Run a computer listing identifying primary and alternate selectees to fill allocated NCOA quotas. Alternates should be prepared to attend class with minimum notification, in some cases less than 24 hours notice. This also applies to ALS quotas.
- 2.9.1.3. (Added) Wing/CV will serve as final approval authority on mission/humanitarian deferment requests for ALS attendance.
- 2.9.3.1. (Added) Provide an NCOA class roster to PME Centers NLT 30 days prior to CSD.
- 2.9.4.1. (Added) Notify the respective NCOA, at least two weeks prior to CSD, of arrival information (flight number/time, etc.) for TDY students. Travel arrangements will be made to comply with reporting requirements established by each school.
- 3.5.1.1. HQ PACAF/CC is the reviewing authority for IDE/SDE PME declinations. Template provided (**Attachment 8 (Added)**).
- 3.5.1.2. HQ PACAF/CC is the reviewing authority for IDE/SDE deferments. Template provided (**Attachment 8 (Added)**).
- 4.1.3. (Added) PACAF/DPFET will provide annual Korea ALS Travel Team schedule and fund cites to PACAF Enlisted PME Centers for Korea ALS instructor travel. Instructors will report No Earlier Than (NET) 5 days prior to Class Start Date (CSD).

4.4.1. In overseas location, members must maintain an Active Duty Service Commitment (ADSC) equal to their DEROS. Therefore, declination may not be an option available to otherwise eligible NCOs.

Attachment 8 (Added)

PME OPS DEFERMENT/DECLINATION

(Fax to HQ PACAF/DPFE, Fax number DSN 449-8884)

MEMORANDUM FOR YOUR GROUP COMMANDER
YOUR WING/NAF COMMANDER
HQ PACAF/CC
HQ AFPC/DPAPE
IN TURN

FROM: Your Squadron CC
Unit Address

SUBJECT: Operational Deferment from (IDE or SDE)

1. Request an operational deferment from (Name of school) for (Your name and Social Security Number). If the officer being ops deferred is going to SDE, state how many years (1 or 2) you want to defer the officer.
2. (Paragraph stating **mission essential, humanitarian, or other non prejudicial** reasons why officer should be deferred)
3. (Closing remarks, if needed)

Your Commander's Signature Block

1st Ind, Your Group Commander's Office Symbol and date

MEMORANDUM FOR YOUR WING COMMANDER

Recommend concur/non-concur.

Your Group Commander's Signature Block

2nd Ind Office of origin, date, and subject of the original communication

Your Wing Commander's Office Symbol

MEMORANDUM FOR HQ PACAF/CC

Recommend concur/non-concur.

Your Wing Commander's Signature Block

3rd Ind to Office of origin, date, and subject of the original communication

HQ PACAF/CC

MEMORANDUM FOR HQ AFPC/DPAPE

Concur/non-concur

HQ PACAF Signature Block

Attachment 9 (Added)**EPME WAIVER TEMPLATE**

Date:

MEMORANDUM FOR GROUP/CC

FROM: UNIT/CC

SUBJECT: Waiver of Grade Restriction for Attending Enlisted Professional Military Education

1. Request a waiver for the below airman from attending Airman Leadership School (ALS) prior to promotion to SSgt.

a. Name and SSAN:

b. Current grade / DOR:

c. Projected grade / Projected DOR / Line Number:

d. Unit/location of assignment:

e. Date of deployment and/or type of duties in support of Operations NOBLE EAGLE/ ENDURING FREEDOM, or any other 'steady state deployment' supporting our Air Expeditionary Force (e.g., Northern Watch, Southern Watch), "Home Station Tempo", or unique circumstances beyond the member's control. Attach TDY orders, if applicable.

f. Date pulled from scheduled EPME class, if applicable:

g. Detailed reason for noncompletion of EPME prior to effective promotion date (Be very specific and provide a detailed description of events from the time promotion sequence number was released until their promotion effective date).

2. I have reviewed member's PIF / UIF and there are no other factors disqualifying this airman from promotion.

3. Member will be scheduled for the first available class upon return from TDY or as soon as home station operations tempo permits.

4. Member will not assume rater duties until completion of ALS.

5. Member was unable to attend EPME prior to promotion effective date through no fault of (his/her) own due to current operations tempo within the command. Your consideration of this request is greatly appreciated. My POC for this matter is _____.

Unit Commander's Signature Block

1st Ind, GROUP/CC

MEMORANDUM FOR WING/CC

Recommend approval/disapproval

Group Commander's Signature Block

2nd Ind, WING/CC

MEMORANDUM FOR MSS/DPM

Recommend approval/disapproval

Wing Commander's Signature Block

3rd Ind, MSS/DPM

MEMORANDUM FOR HQ PACAF/DP

I have reviewed the request and verify member meets normal promotion eligibility criteria and is otherwise qualified for promotion.

MPF or MSS Commander Signature Block

4th Ind, HQ PACAF/DP

MEMORANDUM FOR HQ AFPC/DPPPW

Approved/Disapproved

CARL A. STEEL, Colonel, USAF
Director of Personnel