

# AFIT

## Frequently Asked Questions:

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).

### Address and Fax/Phone Numbers:

AFIT/SCIB  
2950 Hobson Way  
Wright-Patterson AFB OH 45433-7765

DSN Fax:	785-2791
Comm Fax	(937) 255-2791
Voice DSN:	785-6565, x-4363
Voice Comm	(937) 255-6565, x-4363
Voice 800 Number:	1-800-211-5097

Web Page: <http://www.afit.edu/information/MILPDS.cfm>

### WHAT WE DO

We are responsible for over 110,000 Active Duty, Reserve, and the Air National Guard Officer's academic records. We receive, update, and maintain these records IAW AFI 36-2305. Academic updates include Bachelors, Bachelors "Plus", Masters, Masters "Plus", and PhD degrees. Our office does update PME, Air Force training, active duty service commitments, or AFIT enrollments.

### HOW WE DO IT

Your most current academic information is located on Virtual MPF (vMPF). Although there are many personnel systems that show this information, in our experience vMPF is the most accurate and up to date. If you identify academic inaccuracies, please first visit our web page listed above to find the best way to correct the problem. Do not assume your transcripts were sent to us by the institution that you graduated from, please review this information annually, much as you would do your personnel records. Most problems can be solved by having OFFICIAL transcripts (not copies) mailed to us for update of information. Please do not contact us to confirm receipt of transcripts. Due to time constraints and processes, this simply is not feasible. If you would like confirmation of receipt, please mail the transcripts "Certifies Mail". Per the AFI, we have 30 day upon receipt to update your records and 60 days for new accessions and bulk transcripts (USAFA, ACSC, etc.). It is best to wait 45 days from the time you request the transcripts from the institution to ensure your request is fulfilled and if so, contact us via e-mail so that we may investigate. If you have a temporary update in the system via instructions on our web page, this update will drop from the system after 45 days if official transcripts are not received.

### 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 stationary, 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 <http://www.afpc.randolph.af.mil/km/vMPF/vMPFHelpHome.htm>, you can view your academic information. If for some reason, this resource is unavailable to you, contact your local MPF or Education center. Either of these offices can access MILPDS and determine the status of your education level update. If for some reason, these resources are unable to provide information to your satisfaction, or you need an immediate update, you may contact us at DSN 785-6234 ext 3189 or e-mail us at [AFIT.CODING@AFIT.EDU](mailto:AFIT.CODING@AFIT.EDU).

**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 the baccalaureate 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.