

FROM: AFIADL STUDENT ADMINISTRATION (DLA)

SUBJECT: **UPDATED** PROCEDURES FOR PROCESSING AFIADL TRANSACTIONS THROUGH MILPDS/PCIII AS OF **26 MAY 2004**

1. THIS MESSAGE PROVIDES **UPDATED** GUIDANCE FROM THE AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING (AFIADL) TO **ALL UNIT AND BASE EDUCATION AND TRAINING MANAGERS**.
2. IN ACCORDANCE WITH AFR 36-2201 V4, 23 OCTOBER 2002, PARAGRAPHS 2.9 AND 2.10, **BASE EDUCATION AND TRAINING MANAGERS** WILL PROCESS THROUGH THE MILITARY PERSONNEL DATA SYSTEM (MILPDS) THE FOLLOWING TRANSACTIONS FOR ACTIVE DUTY AIR FORCE, AIR NATIONAL GUARD, AND AIR FORCE RESERVE PERSONNEL. **UNIT TRAINING MANAGERS** WILL CONTINUE TO PROCESS TRANSACTIONS THROUGH PCIII TO THE BASE EDUCATION TRAINING MANAGERS. EXCEPTION: ALL TRANSACTIONS **FOR INDIVIDUAL MOBILIZATION AUGMENTEES (IMA) RESERVISTS** MUST BE PROCESSED THROUGH ARPC IN DENVER. PLEASE ACCESS THE ARPC WEBSITE AT [WWW.ARPC.AFRC.AF.MIL](http://WWW.ARPC.AFRC.AF.MIL) FOR CONTACT INFORMATION.

ENLISTED:

- ENROLLMENT REQUESTS
- ADDRESS CHANGES
- RANK CHANGES
- TEST CONTROL FACILITY CHANGES
- INITIAL COURSE EXAM REQUESTS
- INITIAL EXTENSION REQUESTS (CDC AND PME)
- CANCELLATION REQUESTS (SR CODE ONLY; AE CODE MUST BE REQUESTED VIA FORM 17 TO AFIADL)

OFFICER:

- ENROLLMENT REQUESTS
- ADDRESS CHANGES
- TEST CONTROL FACILITY CHANGES

3. FOR ASSISTANCE WITH ANY PROBLEMS ENCOUNTERED WHEN PROCESSING TRANSACTIONS THROUGH PCIII AND MILPDS, CONTACT YOUR PERSONNEL SYSTEMS MANAGER (PSM). THE PSM SHOULD CONTACT THE TECHNICAL ASSISTANCE CENTER (TAC). THE TAC WILL PROVIDE A HEAT/TROUBLE TICKET NUMBER TO THE PSM. TRANSACTION REQUESTS FOR ACTIVE DUTY AIR FORCE, AIR NATIONAL GUARD, AND AIR FORCE RESERVE PERSONNEL RECEIVED AT AFIADL AND THE AU REGISTRAR'S OFFICE WITHOUT A TROUBLE TICKET NUMBER WILL NOT BE PROCESSED.
4. IF YOU HAVE QUESTIONS ABOUT THIS PROCEDURE AND THE STUDENT IS CURRENTLY ENROLLED, PLEASE CONTACT THE AFIADL STUDENT ADMINISTRATION BRANCH AT AFIADL VIA EMAIL AT [studentadminbranch@maxwell.af.mil](mailto:studentadminbranch@maxwell.af.mil). PLEASE CONTACT THE AU REGISTRAR'S OFFICE FOR QUESTIONS CONCERNING ENROLLMENT PROCESSING AND COURSE COMPLETIONS VIA EMAIL AT [AU/CFRR@maxwell.af.mil](mailto:AU/CFRR@maxwell.af.mil).