



Personnel

**AIR UNIVERSITY DIPLOMAS AND CERTIFICATES
OF COURSE COMPLETION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ AU/CFR (Dr Irene Pearson-Morrow)
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This instruction outlines authorized uses for AU Forms 3 and 3A, **Air University Diplomas and Certificates of Course Completion**. It applies to all Air University (AU) schools except the International Officer School (IOS), the Community College of the Air Force (CCAF), and the Air Force Institute of Technology (AFIT). Other deviations require the express approval of AU/CC, with AU/CF coordination. A star (é) indicates changes since previous edition.

SUMMARY OF REVISIONS

This revision updates office symbols changed through AU Headquarters reorganization. It also requires degree-granting schools (SAAS, AWC, and ACSC) to coordinate with the AU Registrar the wording on diplomas of students earning degrees.

1. Policy. AU Forms 3 and 3A are used to award degrees and recognize completion of academic programs and course work at AU. These forms are not used on certificates of appreciation or certificates awarded by the 42d Air Base Wing. (The diploma currently used for the International Officer School is exempt and will continue to be used.)

é **2. Description.** AU Form 3 is printed on natural parchment and used for all resident programs of 10 months' duration or longer and the nonresident versions of such programs. AU Form 3A is printed on white parchment and used for resident courses shorter than 10 months and the nonresident versions of such programs. Both are general purpose forms with the gold foil AU crest at the bottom and "Air University" arched across the top.

é **3. Procedures.** Each school is responsible for procurement and appropriate overprint information to include school name, wording, student name, program or course name, dates, and signature blocks. Font size is not to exceed 48-point. Degree granting schools (School of Advanced Airpower Studies, Air War College, and Air Command and Staff College) coordinate with the AU Registrar the wording on diplomas of students earning degrees.

3.1. School Templates. Schools may request Form 3 or 3A be provided with certain overprint information already on the form, such as school name, wording, course name, and signature blocks. (See attachment 1). A DD Form 282, **Requisition for Printing and Binding Service**,

requesting the overprinting is prepared and routed through 42 CS/SCBPF, Forms Management to DAPS, Defense Automated Printing Service, Gunter Annex. An overlay must accompany the request, which should be submitted at least 45 days before needed.

4. Awarding Officials. Only school commandants or commanders and the AU Commander or Vice Commander are authorized to sign AU diplomas and certificates of course completion.

5. Form Prescribed. AU Forms 3 and 3A.

ORVILLE R. LIND, Col, USAF
Chief Academic Officer

Attachment

Sample Overprinted AU Form 3

SAMPLE OVERPRINTED AU FORM 3

Air University

School of Advanced Airpower Studies

To all who shall see these presents, greetings

Be it known that

having completed all requirements for graduation
is hereby awarded the degree of

Master of Airpower Art and Science

In testimony whereof, and by authority vested in us,
we confer this diploma given at Maxwell Air Force Base, Alabama

this _____ day of _____ 20__ .



COLONEL, UNITED STATES AIR FORCE
COMMANDANT, SCHOOL OF ADVANCED AIRPOWER STUDIES

LIEUTENANT GENERAL, UNITED STATES AIR FORCE
COMMANDER, AIR UNIVERSITY