



***SINGLE INPUT SOURCE FOR OFFICER
PROFESSIONAL MILITARY EDUCATION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction specifies responsibilities and establishes procedures for administering the Single Input Source for Officer Professional Military Education (SIS-PME) Program. This instruction applies to all Air University (AU) Officer PME institutions.

SUMMARY OF REVISIONS

This instruction updates office symbols to reflect AU reorganization, allows sharing of PME graduate files between branches of the AU Registrar, and documents the requirement for update of AF officer PME completed at institutions outside AU.

1. Introduction

1.1. The AU Registrar (AU/CFR), under the guidance of the AU Academic Office (AU/CF), establishes procedures governing the operation and services of the registrar. The AU Registrar includes three branches: Officer PME (CFRO); Services/Student Records (CFRR); and Central Scheduling, Requirements, and Analysis (CFRS). This instruction focuses on the Officer PME Branch and its role as Air University's single input source for updating Active Duty Air Force, Guard and Reserve Officer PME completions in the Personnel Data System (PDS). This single input source for PME includes PME completed through AU, sister service institutions, and equivalents. PDS inputs update the officer's Master Personnel File (MPF).

2. Responsibilities

2.1. Chief Academic Officer (HQ AU/CF):

2.1.1. Provides staff supervision over the effectiveness, efficiency, and operation of the Officer SIS-PME Program of the AU Registrar (AU/CFR).

2.1.2. Serves as liaison between AU/CFR and higher headquarters on matters involving the SIS-PME Program.

2.1.3. Resolves inquiries that cannot be solved at the AU Registrar level.

2.1.4. Coordinates on matters requiring higher headquarters assistance.

2.2. Air University Commanders and Commandants:

2.2.1. Provide timely and accurate PME graduate data to AU/CFR.

2.2.2. Ensure PME graduate data certifying officials are designated.

2.3. AU Registrar (AU/CFR):

2.3.1. Controls all matters concerning Officer PME updates.

2.3.2. Operates the SIS-PME program through the Officer PME Branch (CFRO).

2.3.3. Verifies that graduate data is properly certified.

3. Procedures

3.1. Resident PME certifying officials ensure:

3.1.1. Resident program certified graduate reports are submitted to AU/CFRR within 5 duty days after graduation in accordance with AUI 36-2318, *AU Registrar Services/Student Records (PA)*. Instructor and faculty graduates should be identified separately if applicable in accordance with AUI 36-2304, *AU Formal Schools*.

3.1.2. Air War College (AWC) and Air Command & Staff College (ACSC) submit electronic files to Educational Software Services (AU/SCI) for transmission through the Curriculum Development Student Administration and Registrar system (CDSAR) to AFPC. Squadron Officer College submits PME course completions for Squadron Officer School (SOS) and Aerospace Basic Course (ABC) by updating graduate status in the AF Training Management System.

3.2. Non-resident PME data for ACSC and SOS is produced in CDSAR and flows electronically to AFPC. AWC transmits non-resident course completions electronically to AU/SCI for transmission through CDSAR to AFPC.

3.3. The AU Registrar, through the Officer PME Branch (CFRO):

3.3.1. Updates the Air Force Personnel Center (AFPC) Master Personnel File (MPF) upon receipt of certified graduate data.

3.3.2. Verifies previously input data by monitoring AFPC file update activities.

3.3.3. Uses certified graduate lists and related correspondence provided to AU/CFRR in accordance with AUI 36-2318 to verify course completions conducted at AU.

3.3.4. Ensures AF officer PME completions from sister service and equivalent schools are received and updated.

- 3.3.5. Corrects SIS-PME data system rejects by monitoring MPF.
- 3.3.6. Reports certified PME data “out of system” to appropriate AFPC, ARPC, and MAJCOM boards when necessary.
- 3.3.7. Ensures out-of-cycle requirements for reporting PME completion to promotion selection boards are input by Computer Remote Terminal (CRT) or by fax to appropriate board secretariat.
- 3.3.8. Resolves Military Personnel Flight requests for updates and promotion and selection board notifications.
- 3.3.9. Ensures all officer PME completions are PDS entered normally within 2 workdays following a PME discrepancy notification.
- 3.4. PME discrepancy notifications are received from the member’s servicing Military Personnel Flight. Personal requests are also honored.

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