



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS EAKER CENTER (AETC)  
MAXWELL AIR FORCE BASE, ALABAMA**

6 February 2025

MEMORANDUM FOR DISTRIBUTION

FROM: Eaker Center/Warfighting Education (WE)

SUBJECT: Student Enrollment Policy for WE Courses

1. Purpose: This memorandum outlines requirements for student enrollment and scheduling in the A-Staff Development Course (ASDC), Contingency Wartime Planning Course (CWPC), and Joint Air Operations Planning Course (JAOPC). The intent is to ensure an efficient enrollment process and prevent undue burden on students, Eaker Center faculty, and the WE Registrar by reducing gaps in communication or unexpected changes to enrollment. This policy is not intended to discourage or delay course enrollment due to potential unforeseen circumstances.

2. Key Processes:

- A. **Initial Registration:** Students are required to register for WE Courses through their respective Unit Training Managers (UTM) and MAJCOM Quota Manager. MAJCOM / Field Operating Agencies will enroll students through Oracle Training Administration (OTA) within the Military Personnel Data System (MilPDS) NLT 30 days prior to course start date (CSD), at which point all unfilled quotas will be redistributed to other commands. WE Course Managers will ensure student positions are finalized no later than **two weeks prior** to the course start date. The WE Registrar will ensure that students receive instructions to complete their registration in Air University Systems no later than one week prior to the course start date.
- B. **Cancellation and Late Registration:** Within two weeks of the course start date (CSD), MAJCOM Quota Managers must coordinate with the applicable WE Course Manager to make any changes to student registration; to include swaps, removals, or additions. Any changes to student registration within three business days of the CSD will be elevated to the WE Division Chief for case-by-case consideration.
- C. **Student No-show:** Students arriving late or delayed due to travel will contact the WE registrar at 334-953-8093 or LEMAYCENTER.WE.Registrar@us.af.mil. Students must coordinate cancellations through their UTM or MAJCOM Quota Manager, who will in turn, notify the appropriate WE Course Manager. A student will be documented as a "no-show" after the start date/time of the course if there has been no notification/ coordination of removal before class start date. No-show students will be documented in MilPDS and reported to the WE Director and Eaker Center Commander.

A handwritten signature in black ink, appearing to read "Gary J. Gottschall", is positioned above the printed name and title.

GARY J. GOTTSCHALL, DAFC  
Director