



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY**

30 June 2026

MEMORANDUM FOR DISTRIBUTION

FROM: Eaker Center/Warfighting Education (WE)

SUBJECT: Student Enrollment Policy for Warfighting Education (WE) Courses

1. Purpose: This memorandum outlines requirements for student enrollment and scheduling in the Joint/Air Force Warfighting and Planning Course (JAFWPC), 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 Eaker Center faculty, the Registrar, and students 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. If unforeseen circumstances arise, early communication is key to ensure smooth enrollment for all involved.

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) in 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 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 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 must coordinate cancellations through their UTM or MAJCOM Quota Manager, who will in turn notify WE Course Managers. Late arrivals must be coordinated with WE Registrar. A student will be considered a "no-show" 24 hours after the start date/time of the course. No-show students will be documented in MilPDS and reported to the WE Director and owning unit leadership.

3. Please contact the Eaker Center WE Registrar for any questions referencing this policy at DSN 493-9511 and/or via email at EAKERCENTER.WE.Registrar@us.af.mil

GARY J. GOTTSCHALL, GS-15, DAFC
Director, Warfighting Education