AU eSchool Department of Air Force (DAF) civilian PME DL enrollment process:

STEP 1. Prospective Student will contact his/her supervisor and submit the PME DL enrollment package (package items A-E below).

STEP 2. Supervisors will validate member’s eligibility for PDE/IDE/SDE DL, Eligibility requirements can be found on the eSchool website https://www.airuniversity.af.edu/eSchool/ or current year Civilian Developmental Education (CDE) Personnel Service Delivery Memorandum (PSDM).

Supervisors must validate the following items before filling out endorsement letter:
   A. Member has a minimum of 2 years federal civil service
   B. Member has appropriate Rank/Grade for PDE, IDE, & SDE DL
   C. Educational Degree (member must have a regionally accredited Bachelor’s Degree)
   D. Verify members Civilian Career Brief (CCB) (Ensure items A – C are on CCB)
   E. Verify that members Individual Development Plan aligns with applicable PME

STEP 3. Supervisor will complete the PME-DL endorsement letter (MFR must be completed/signed by member’s Rating Supervisor or Commander)

STEP 4. Member will complete AU Service Ticket as “Prospective Student” through AU Portal https://auservicedesk.af.edu/

The following items must be attached to the enrollment request ticket:
   A. Signed endorsement letter
   B. Prospective Student’s CCB

STEP 5. eSchool will review the application package and validate enrollment request (Please allow 7 – 10 duty days for eSchool to process your application). eSchool will notify student of enrollment selection or denial. Student has 60 days from notification to complete their respective BDE/IDE/SDE DL Orientation course.

NOTE 1: This enrollment process does not apply to OLMP enrollment (DAF civilians must apply through MyPers for OLMP PME-DL enrollment, see CY CDE PSDM for OLMP enrollment details/timelines)

NOTE 2: Member’s CCB educational level source must be “Verified” not “Self Certified” (Contact local CPO for CCB transcript/degree validation)

If Prospective Students or Supervisors have any questions on the eSchool of Graduate PME-DL civilian enrollment process please contact AU eSchool DLO/CAA (DSN: 94-493-4753  Comm: 334-953-4753)
MEMORANDUM FOR DEAN, ESCHOOL OF GRADUATE PME

FROM: (Supervisor’s Name/Rank/Title/Office Symbol)

SUBJECT: Professional Military Education (PME) Distance Learning (DL) endorsement letter

1. I am the supervisor of (Applicants full name, Rank/Grade, email, phone number). I have interviewed the candidate and verified the following items for this prospective student to attend the (Primary Developmental Education PDE/Squadron Officer School SOS or Intermediate Developmental Education IDE/Air Command and Staff College ACSC or Senior Developmental Education SDE/Air War College AWC) DL Program.

   a. Member has a minimum of 2 years federal civil service
   b. Member has appropriate pay grade of (Add GS Pay Grade) to attend (PDE/IDE/SDE) DL
   c. Member has a regionally accredited Bachelor’s Degree “Verified” by CPO/HR
   d. Member’s individual Develop Plan (IDP) aligns with the (PDE/IDE/SDE) DL Program

2. I have counseled (Applicants name) on the value of civilian leadership and development opportunities and have encouraged him/her to participate. (He/She) is a promising member of my team and has been selected for this developmental education opportunity because of his/her outstanding performance and potential. Additionally, I have identified this (PDE/IDE/SDE) DL program as an individual developmental goal that aligns (his/her) experience and professional goals with the needs of the Air Force. This PME will help maximize (Applicants name) potential, develop (his/her) critical and creative thinking skills, and facilitate a career of life-long learning. I have also stressed the importance of taking these courses seriously, to avoid wasting Department of Air Force funds allocated for this invaluable Air University distance education program. (Applicants name) has my full support and endorsement to participate in the Air University’s, eSchool Graduate of PME, (PDE/SOS or IDE/ACSC or SDE/AWC) DL course.

3. If you have any questions regarding this applicant or endorsement please contact me at (Supervisors email and phone number)