

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

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

**STEP 2. Supervisor validation of eligibility** - Supervisors will validate member's eligibility for SOS-PDE/ACSC-IDE/AWC-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 SOS-PDE, ACSC-IDE, & AWC-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. Complete MFR** - Supervisor will complete the PME-DL endorsement letter (MFR must be completed/signed by member's Rating Supervisor or Commander)

**STEP 4. Email information** - Member must email the following to [acsc.eschool.operations@us.af.mil](mailto:acsc.eschool.operations@us.af.mil)

- A. Signed endorsement letter
- B. Prospective Student's CCB

**STEP 5. Apply for Admission to SOS/ACSC/AWC DL** - Once the endorsement letter and CCB are emailed, you must create an AU Portal account to enroll in the program (a CAC card is required) and complete the following items:

- a) Go to [AF Portal](#) and login
- b) Under QUICK LINKS, scroll down to EDUCATION/TRAINING/FORCE DEVELOPMENT, and click on [Air University Portal](#).
- c) Go to the silver bar that reads "Click here to login or create a new account," and click on "Create Account." (if you already have an AU Portal account skip to step 6)
- d) Finish creating the account filling in the applicable information. We recommend using a civilian email address.
- e) Once you have established an AU Portal account, go down to the menu bar on the left side of the AU Portal page and hover over "Distance Learning," then hover over SOS DL, ACSC DL, or AWC DL and select "Apply."
- f) On the Apply for Admission page, select the correct program (SOS DL ASU, ACSC DL ASU, or AWC DL ASU)
- g) Under Step 1 review the Eligibility criteria. If you have not submitted a ticket with the information in 1-4 above, do not apply. You will not be allowed into the program, but applying without submitting the forms will waste manpower as flagged applications still must be reviewed.
- h) If you meet the eligibility criteria, select "Check for Eligibility". This does not actually check eligibility, it only allows you to update your profile information. Please ensure you provide a civilian email address that you can access. Once your profile is updated, go to step 2 and select "next".
- i) Step 3 confirms your contact information has been updated. Then click "Submit Application"

- j) Your application will need to be reviewed and matched to the documents submitted in the help ticket in step 4. Please allow 7-10 duty days to process your application. You should receive an email notifying you of your status. If the email confirms you are admitted to the program, then expect another email from [noreply-ulis@asu.edu](mailto:noreply-ulis@asu.edu) within 2 business days to initiate the onboarding into the applicable PME DL program.
- k) If you do not have a CAC card, but meet the eligibility criteria follow the first four steps to email your information to [acsc.eschool.operations@us.af.mil](mailto:acsc.eschool.operations@us.af.mil) and include that you do not have a CAC card in the ticket narrative.

**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)



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

4 October 2019

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)

SUPERVISOR'S SIGNATURE BLOCK