

Officer Education Update

AFIT

<https://www.afit.edu/CODING/>

HOW TO OBTAIN AN EDUCATIONAL LEVEL UPDATE

An official transcript from the university may be mailed or e-mailed from the registrar's office reflecting your degree progress or graduation. E-mails are preferred to be in Adobe Acrobat .pdf format and must be the official transcript.

NOTE: Most official transcripts do not include your SSN or date of birth. If you have a common name it is recommended that you contact the school to ensure that additional identifying information is on your transcript or this office will be unable to locate you in MILPDS. If you were married and you have had a last name change, please ensure the last name on your transcript matches your AF records or we will be unable to locate you in the system.

We cannot accept diplomas faxes photocopies student scanned e-mail copies screenshots unofficial, opened, or issued to student transcripts enrollment verifications or grade reports.

All mailed correspondence requesting updates to academic level should be addressed to:

AFIT Academic Coding Branch
2950 Hobson Way
Wright-Patterson AFB, Oh 45433-7765

Phone: (937) 255-6565, x4324
DSN: 785-6565, x4324

E-mail: afit.coding@afit.edu

ONCE TRANSCRIPTS ARE SENT

Please allow 2-3 weeks for delivery and processing of traditional mail. We only receive mail from the base postal center on Wednesday and Friday. Overnight post and email runs 1 week for processing. The individual will notice the update on the CDB in vMPF within 24 hrs of processing. (We do not make real time updates to AMS SURF or AFVEC, it may take up to 30 days for the change to flow to other systems.) If delivery confirmation is required, utilize certified mail, FED EX, UPS or Express Mail.

HOW CODING WORKS IN MILPDS

The Coding Office uses a list of codes located in MILPDS to update degree information. Once the code is input, MILPDS has default information that populates the system. This information cannot be changed!

WE CAN NOT UPDATE:

Professional Military Education (PME)-- SOS, ACSC, etc, or any type of board certification or short course training items.