MEMORANDUM FOR AFIT/CC
AU/CC

FROM: AFPC/CC

SUBJECT: Airmen Development Plan (ADP) Routing Policy for Officers in Student Status

1. I believe it is important for Air Force officers in student status to have the same input in the command selection and assignment processes as any other officer. To that end, we have developed the following procedures to ensure their ADPs receive appropriate review and action with a minimum amount of administrative burden. In all cases, the senior rater for command nomination of officers in student status is the AFPC Commander; this level of review ensures consistency and accountability.

2. Students in the following schools/programs will forward the Command Statement of Intent (SOI) via the Airmen Development Plan (ADP) following the routing noted below.

   a. AFIT, AFIT Civilian Institutions, and Naval Postgraduate School (NPS): AFIT Dean of Students

   b. Air University (AU): ACSC Squadron Commander, SAASS Commandant, or AWC Dean of Students, as appropriate.

   c. Sister Service Schools, National Defense University (NDU), Advanced Studies Group (ASG), and National Defense Intelligence College (NDIC): AF Advisor. (For example, AF officers assigned to the Marine Corps University will submit their ADP to the CSAF Chair, Marine Corps University.)

   d. Air Force Fellows (AFF), Internships, and International Schools: forward directly to AFPC Director of Assignments, Col David A. Slade.

3. The Dean of Students, Squadron Commander, Commandant, or AF Advisor will forward the SOI via ADP to the AFPC Director of Assignments, Col David A. Slade, in final preparation for the AFPC Commander’s endorsement.

4. MS Word document command nominations for members without CAC access to ADP will be forwarded via email to AFPC.DPA@afpc.randolph.af.mil.

5. Students submitting an ADP for assignment/vectoring/special duty purposes only (not command SOI) will submit their ADP through their supervisory/administrative chain (as guided by local policy). These ADPs do not require the AFPC Commander’s endorsement and should not be forwarded to the AFPC Director of Assignments. Students in the following
schools/programs will forward ADPs with assignment/vectoring/special duty purposes following the routing noted below.

a. Intermediate Developmental Education (IDE) students at AFIT, IDE students at AFIT Civilian Institutions, and IDE students at Naval Postgraduate School (NPS): AFIT Dean of Students

b. Air University (AU): ACSC Squadron Commander, SAASS Commandant, or AWC Dean of Students, as appropriate.

c. Sister Service Schools, National Defense University (NDU), Advanced Studies Group (ASG), and National Defense Intelligence College (NDIC): AF Advisor. (For example, AF officers assigned to the Marine Corps University will submit their ADP to the CSAF Chair, Marine Corps University.)

d. AFIT and AFIT Civilian Institutions (except AFIT students in an IDE program, see 5a), non-IDE Naval Postgraduate School (NPS), Air Force Fellows (AFF), Internships, and International Schools: forward directly to the appropriate AFPC Assignments Branch Chief.

6. The Dean of Students, Squadron Commander, Commandant, or AF Advisor will submit the ADP with assignment/vectoring/special duty purposes preferences to AFPC. It will then be viewed by the member’s AFPC assignments team.

7. These procedures will allow for appropriate review and input from supervisors and commanders while ensuring our officers in student status are properly considered for command and assignment opportunities. For any questions, please contact AFPC/DPAPFF at DSN 665-1478 or via e-mail at dpapff.workflow@randolph.af.mil.

K.C. MCCLAIN
Major General, USAF
Commander

Attachments:
1. ADP Command Statement of Intent Routing Process for Students
2. ADP Assignment/Vectoring Routing Process for Students
ADP Command Statement of Intent Routing Process for Students

AFIT, AFIT-CI, NPS

AFIT Dean of Students

AU Students (ACSC, SAASS, AWC)

ACSC Sq/CC, SAASS Commandant, or AWC Dean of Students

AFF, Interns, International schools

Sister Service schools, NDU (ACAF, NWC, JAWS), ASG (SAMS, SAW, NOPC), NDIC

AF Advisor

Assignments Branch Chief at AFPC

AFPC Director of Assignments

AFPC/CC
ADP Assignment/Vectoring Routing Process for Students

IDE students at: AFIT/AFIT-CI/NPS

AU Students (ACSC, SAASS, AWC)

AFIT/AFIT-CI (non IDE), NPS (non-IDE), AFF, Interns, International schools

Sister Service Schools, NDU (ACAIF, NWC, JAWS), ASG (SAMS, SAW, NOPC), NDIC

AFIT Dean of Students

ACSC Sq/CC, SAASS Commandant, or AWC Dean of Students

Assignments Branch Chief at AFPC

AF Advisor

Forward to AFPC