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Personnel



**AIR UNIVERSITY DIPLOMAS AND CERTIFICATES
OF COURSE COMPLETION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-23, *Military Education*. It outlines authorized uses for AU Diplomas 3 and 3A, *Air University Diplomas and Certificates of Course Completion*. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>. It applies to all Air University (AU) schools except the International Officer School (IOS), the Community College of the Air Force (CCAF), and the Air Force Institute of Technology (AFIT). Other deviations require the express approval of AU/CC, with AU/CF coordination.

SUMMARY OF CHANGES

This revision: updates school names and adds the USAF Test Pilot School as a degree-granting school.

1. Policy. AU Diplomas 3 and 3A are used to award degrees and recognize completion of academic programs and course work at AU. These diplomas are not used as certificates of appreciation or certificates awarded by the 42d Air Base Wing. (The diploma currently used for the IOS is exempt and will continue to be used.)

2. Description. AU Diploma 3 is printed on natural parchment and used for all resident programs of 10 months' duration or longer and the nonresident versions of such programs. AU Diploma 3A is printed on white parchment and used for resident courses shorter than 10 months and the nonresident versions of such programs. Both are general purpose diplomas with the gold foil AU crest at the bottom and "Air University" arched across the top.

3. Procedures. Each school is responsible for procurement and appropriate overprint information to include school name, wording, student name, program or course name, dates, and signature blocks. Font size is not to exceed 48-point. Degree granting schools (School of Advanced Air and Space Studies, Air War College, Air Command and Staff College, and USAF Test Pilot School) coordinate with the AU Registrar the wording on diplomas of students earning degrees.

3.1. School Templates. Schools may request Diploma 3 or 3A be provided with certain overprint information already on the diploma, such as school name, wording, course name, and signature blocks (see Attachment 2). A DD Form 282, *DOD Printing Requisition/Order*, requesting the overprinting is prepared and routed through Document Automation and Production Service, Bldg 5688, Redstone Arsenal, AL 35898. An overlay must accompany the request, which should be submitted at least 45 days before needed.

4. Awarding Officials. Only school commandants or commanders and the AU Commander or Vice Commander are authorized to sign AU diplomas and certificates of course completion.

5. Adopted Forms: DD Form 282, *DOD Printing Requisition/Order*; AF Form 847, *Recommendation for Change of Publication*.

ALLEN G. PECK
Lieutenant General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-23, *Military Education*

Abbreviations and Acronyms

AFIT—Air Force Institute of Technology

AU—Air University

IOS—International Office School

Attachment 2

SAMPLE OVERPRINTED AU DIPLOMA 3

Air University

School of Advanced Airpower Studies

To all who shall see these presents, greetings

Be it known that

having completed all requirements for graduation
is hereby awarded the degree of

Master of Airpower Art and Science

In testimony whereof, and by authority vested in us,
we confer this diploma given at Maxwell Air Force Base, Alabama

this day of 20 .



COLONEL, UNITED STATES AIR FORCE
COMMANDANT, SCHOOL OF ADVANCED AIRPOWER STUDIES

LIEUTENANT GENERAL, UNITED STATES AIR FORCE
COMMANDER, AIR UNIVERSITY