

## **AFRL STATEMENT OF UNDERSTANDING TO PROVIDE OFFICIAL TRANSCRIPTS TO WITHIN 30 DAYS OF ENTRANCE ON DUTY**

The Undersecretary of Defense for Research and Engineering (USD (R&E)) published an Omnibus Federal Register (FR), Federal Register/Vol. 85, No. 235/Monday, December 7, 2020, that applies to all Science and Technology Research Laboratories (STRL) in the Department of Defense, including the Air Force Research Laboratory (AFRL). AFRL has been given the authority to use unofficial transcripts or a letter from a registrar or dean stating the student is in the final semester/quarter and expected to graduate in order to make qualification determinations in lieu of an official transcript to establish an Entrance on Duty Date.

I, (Name), understand that an entrance on duty date will be established based on my unofficial transcripts *or* letter from the registrar/dean stating I am in my final semester or quarter and expect to graduate. This documentation was provided to the Human Resources Representative for the position of Associate Mechanical Engineer/DR-0830-01 on 22 Jan 2025.

I will provide my official transcripts within 30 calendar days of my entrance on duty date.

I understand if I do not provide my official transcripts to the Human Resources Representative within 30 calendar days I will be subject to adverse action up to and including removal.

I understand if my official transcripts fail to show proof that I meet the qualifications for the position of Associate Mechanical Engineer/DR-0830-01 that I was offered and accepted, I will be subject to adverse action up to and including removal.

I understand this statement of understanding will be retained in my electronic Official Personnel Folder.

I accept the position of Associate Mechanical Engineer/DR-0830-01 under these conditions and wish to proceed with an entrance on duty date based on my unofficial transcripts or letter from the registrar/dean.

Employee/Candidate Signature

Date