

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

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**AIRMAN SCHOLAR PHD MANAGEMENT**

**Personnel**

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This publication supplements implements Department of the Air Force Policy Document (DAFPD) 36-26, *Total Force Development and Management*, and provides Air Force (AF) guidance for establishing Airman Scholar PhD Management Office (APMO) responsibilities and maintaining career-long oversight and utilization of PhD Airmen in support of the National Defense Strategy (NDS), Chief of Staff of the AF (CSAF) Action Orders and mission accomplishment. The Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for Air Force Personnel. This publication applies to uniformed members of the Regular Air Force personnel. It does not apply to uniformed members of the US Space Force (USSF), Air Force Reserve, Air National Guard, or Department of the Air Force civilian employees. This publication may be supplemented at any level; all Major Command (MAJCOM) level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The DoDI is printed word-for-word in regular font without editorial review. AF supplementary material is printed in bold font and indicated by “(Added) (AF).” This Supplement provides guidance for the AF APMO. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility, listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, Publishing Processes and Procedures, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.



# Department of Defense INSTRUCTION

NUMBER 1322.10

April 29, 2008

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USD(P&R)

SUBJECT: Policy on Graduate Education for Military Officers

- References:
- (a) DoD Directive 1322.10, "Policy on Graduate Education for Military Officers," August 26, 2004 (hereby canceled)
  - (b) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
  - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
  - (d) Section 2005 of title 10, United States Code
  - (e) through (j), see Enclosure 1

## 1. PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).
- 1.2. Continues to implement Reference (d) and updates policy, responsibilities, and procedures for graduate education for military officers.
- 1.3. **(ADDED) (AF) This supplement provides AF guidance for establishing Airman Scholar PhD Management Office (APMO) responsibilities to ensure near-term and career-long oversight and utilization of PhD talent.**

## 2. APPLICABILITY AND SCOPE

This Instruction applies to:

- 2.1. The Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

2.2. All uniformed military officer personnel who are pursuing or have obtained a graduate degree under a fully or partially funded program while on active duty, except those receiving graduate education in health, law, or theology, which are disciplines covered in DoD Directives 6000.12 (Reference (e)), 1322.12 (Reference (f)), and 1304.19 (Reference (g)), respectively.

### **3. DEFINITIONS**

The terms used in this Instruction are defined in Enclosure 2.

### **4. POLICY**

4.1. It is DoD policy that funded graduate education programs shall be established for uniformed military officer personnel of the Department of Defense. The intent of the Department's graduate education programs is to provide fully or partially funded educational opportunities in disciplines that fulfill a present need, anticipated requirement, or future capability and that contribute to the effectiveness of the Military Departments and the Department of Defense.

4.2. Graduate education programs shall be established to:

4.2.1. Raise professional and technical competency and develop the future capabilities of military officers to more effectively perform their required duties and carry out their assigned responsibilities.

4.2.2. Provide developmental incentives for military officers with the ability, dedication, and capacity for professional growth.

4.2.3. Develop or enhance the capacity of the Department of Defense to fulfill a present need, anticipated requirement, or future capability.

### **5. RESPONSIBILITIES**

5.1. The Principal Deputy Under Secretary of Defense for Personnel and Readiness, under the Under Secretary of Defense for Personnel and Readiness, shall oversee graduate education policy for military officers.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Ensure the applicability of graduate education within the context of ongoing Military Department requirements and development of the total force.

5.2.2. Ensure graduate education is provided to the highest caliber of personnel in areas where an advanced degree of proficiency and/or readiness is instrumental to current mission or future capability.

5.2.3. Utilize military officers who have received fully or partially funded graduate

education in validated positions requiring advanced knowledge in that discipline.

5.2.4. Ensure graduate education programs develop critical thinking and decision-making skills deemed vital in preparing military officers to work in the Service, joint, interagency, and international environments.

5.2.5. Assess their respective graduate education program posture to ensure a cadre of highly qualified officers is developed and maintained in fields that fulfill present needs, anticipated requirements, or future capabilities.

5.2.6. Validate positions that require incumbents with graduate education and program utilization tours for those officers who hold or are pursuing graduate degrees as the result of fully or partially funded programs. Officers who have received a fully or partially funded graduate degree shall serve on active duty for an amount of time as specified in paragraph E3.4. Officers who hold an unfunded graduate degree are available, but not required, to serve in a validated position.

5.2.7. Assign officers who receive fully or partially funded graduate education to validated positions as soon as practical. Ideally this is upon completion of the education. Ensure that each officer holding a graduate degree serves in at least one position, and ideally as many as appropriate to that degree, as Military Service requirements and career development permit.

5.2.8. Audit the graduate education programs of their Military Department and provide their assessments to the Under Secretary of Defense for Personnel and Readiness for review. The assessment shall be submitted not later than November 30 of even numbered years. The review shall be in narrative form and discuss the management of officers with graduate education; the utilization rates for those produced as a result of fully or partially funded programs; and the Service's posture related to disciplines that fulfill a present need, anticipated requirement, or future capability and that contribute to the effectiveness of the Military Departments and the Department of Defense. Refer to guidance for validation in Enclosure 3 for additional information.

5.2.9. Require that officers who receive a fully or partially funded graduate educational opportunity and who, voluntarily or because of misconduct, fail to complete the period of active duty obligation specified in return for that educational opportunity, reimburse the United States by the amount specified in paragraph E3.5.

5.2.10. Require that officers who received fully or partially funded graduate education and who fail to earn a graduate degree of the level and discipline for which they were selected or fail to obtain another validated graduate degree permitted by the Service, serve on active duty for the time period specified in paragraph E3.4.

5.2.11. Allow officers to pursue a graduate degree through a partially funded education program for up to 12 consecutive months without an obligation for assignment to a designated billet.

5.2.12. Encourage a lifelong continuum of learning by urging personnel not selected for funded education to pursue unfunded education for its considerable professional and personal value. Unfunded education is available through tuition assistance programs such as those outlined in DoD Directive 1322.08E (Reference (h)) and chapter 30 of title 38, United States Code (Reference (i)).

- 5.3. (ADDED) (AF) The Secretary of the Air Force (SecAF), through the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR), will provide vision and direction for managing Airman PhD talent to meet Air Force needs.**
- 5.4. (ADDED) (AF) SAF/MR, on direction of the SecAF, provides oversight and guidance in establishing, reviewing, and advising on AF policy to ensure APMO needs are met.**
- 5.6. (ADDED) (AF) AF/A1 will implement the APMO on behalf of the SecAF and oversee development of policy, plans, and guidelines for tracking and utilizing Airman PhD talent.**
- 5.7. (ADDED) (AF) Director, Force Development (AF/A1D) will oversee day-to-day management, and administration of the APMO on behalf of AF/A1, IAW Enclosure E3.**
- 5.8. (ADDED) (AF) APMO provides policy, oversight, and utilization tracking of active-duty PhD Airmen to ensure near-term and career-long return on investment, balanced between operational and academic development.**

## **6. INFORMATION REQUIREMENTS**

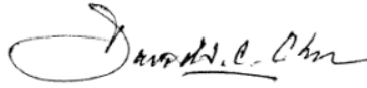
The report referenced in paragraph 5.2.8. has been assigned Report Control Symbol DD-P&R(AR)2313. The reports in Enclosure 3 are exempt from licensing in accordance with paragraph C4.4.2. of DoD 8910.1-M (Reference (j)).

## **7. RELEASABILITY**

UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

**(Added)(DAF) Approved by:**

**ALEX WAGNER**  
**Assistant Secretary**  
**(Manpower and Personnel Affairs)**

Enclosures - 3

E1. References continued

E2. Definitions

E3. Guidance for Validation of Graduate Education for Military Officers

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 6000.12, "Health Services Operations and Readiness," April 29, 1996
- (f) DoD Directive 1322.12, "Funded Legal Education," April 12, 2004
- (g) DoD Directive 1304.19, "Appointment of Chaplains for the Military Departments," June 11, 2004
- (h) DoD Directive 1322.08E, "Voluntary Education Programs for Military Personnel," January 3, 2005
- (i) Chapter 30 of title 38, United States Code
- (j) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (k) Principal Deputy Under Secretary of Defense for Personnel and Readiness Memorandum, "Repayment of Unearned Portions of Bonuses, Special Pays, and Educational Benefits," September 18, 2007
- (l) **(ADDED) (AF) DAFPD36-26, *Total Force Development and Management*, April 15, 2022**
- (m) **(ADDED) (AF) DAFMAN90-161, *Publishing Processes and Procedures*, April 15, 2022**
- (n) **(ADDED)(AF) ADOPTED FORMS DAF Form 847, Recommendation for Change of Publication**
- (o) **(ADDED) (AF) AFI 33-322, Records Management and Information Governance Program, 23 March 2020**

E2. ENCLOSURE 2

DEFINITIONS

E2.1. Fully Funded. While pursuing a graduate degree, the military officer receives full pay and allowances, with the majority of the tuition and other schooling costs being assumed or paid by the U.S. Government or by another organization. The officer attends school instead of performing usual military duties.

E2.2. Graduate Education. Studies beyond the bachelor's or first professional degree that are devoted to the utilization and advancement of knowledge.

E2.3. Military Officer. Military personnel in either the warrant officer or commissioned officer grades.

E2.4. Partially Funded. While pursuing a graduate degree, the military officer receives full pay and allowances with the majority of tuition and other schooling costs paid by the officer from personal funds and/or benefits to which the military officer was entitled. The officer attends school instead of performing usual military duties.

E2.5. Unfunded Education. While pursuing a graduate degree, the majority of tuition and other schooling costs are paid by the officer from personal funds and/or benefits to which the officer was entitled. The officer attends school during off-duty time.

E2.6. Validated Position. A position in which individuals possessing qualifications that normally may be acquired only through graduate education in a relevant field of study optimally perform the primary duties. (Such education shall enable the officer to comprehend theories, principles, terminology, processes, and techniques that are necessary for critical thinking, effective evaluation, supervision, or management of complex programs.) The two types of validated positions are those in which the officer must possess graduate education to:

E2.6.1. Conduct effective staff planning, coordination, command, and/or advisory functions.

E2.6.2. Manage or exert direct technical supervision over military and/or civilian personnel who are required to possess professional technical qualifications that may include graduate education.



E3. ENCLOSURE 3

GUIDANCE FOR VALIDATION OF GRADUATE EDUCATION FOR MILITARY OFFICERS

The Secretaries of the Military Departments shall:

E3.1. Maintain sufficient data to validate positions requiring graduate education including at a minimum:

E3.1.1. Position title.

E3.1.2. Required graduate discipline and degree level.

E3.1.3. Organization and unit identification code.

E3.1.4. Name, rank, degree level, and degree discipline of incumbent.

E3.2. Maintain sufficient data to verify officers who hold or are pursuing a graduate degree in the fully or partially funded program, including, at a minimum, the following:

E3.2.1. Name and rank.

E3.2.2. Graduate degree level and discipline.

E3.2.3. Date degree was awarded.

E3.2.4. Whether degree was fully or partially funded.

E3.2.5. Number of months the officer has served in a validated position.

E3.2.6. Validated position as outlined in criteria under paragraph E3.1.

E3.3. No less than biennially, review the group of officers with advanced education. Ensure an active and predictive program for funded graduate education is in place to meet present needs, anticipated requirements, or future capabilities that contribute to the effectiveness of the Military Departments and the Department of Defense. The review should include an evaluation of the utilization rate of officers who have received fully or partially funded graduate education, a review of validated billets requiring graduate education, the number of officers who have obtained fully or partially funded graduate education, and the number of utilization tours those officers have served. Comments on trends, corresponding policy, and/or statutory changes to enhance the graduate education program are appropriate as deemed by the Secretary concerned.

**E3.3.1. (ADDED) (AF) APMO will:**

**E3.3.1.1. (ADDED) (AF) Develop and manage Airman PhD talent strategies and associated policies.**

**E3.3.1.2. (ADDED) (AF) Conduct analysis on Airman PhD requirements and serve in an advisory role to functional authorities.**

**E3.3.1.3. (ADDED) (AF) Oversee and advise on career-long utilization of Airmen with AF-funded PhDs.**

**E3.3.1.4. (ADDED) (AF) Coordinate with Directorate of Manpower, Organization and Resources (AF/A1M), Major Commands (MAJCOMs), and key stakeholders biennially to identify/validate new and existing PhD requirements and demands to meet strategic objectives.**

**E3.3.1.5. (ADDED) (AF) Coordinate and maintain visibility of assignment actions and advise and advocate for career-long utilization of PhD talent.**

**E3.3.2. (ADDED) (AF) AF/A1M will ensure existing PhD Graduate Education-coded authorizations are validated biennially in coordination with MAJCOMs and key stakeholders.**

**E3.3.3. (ADDED) (AF) Military Force Management Policy (AF/A1P) will ensure personnel policies support accession, development, retention, and promotion opportunities for Airmen with AF-funded PhDs.**

**E3.3.4. (ADDED) (AF) Plans and Integration (AF/A1X) will assist the APMO in developing and maintaining the necessary information systems to successfully execute all Airman-scholar PhD management duties.**

**E3.3.5. (ADDED) (AF) AF Personnel Center (AFPC), in coordination with the APMO, will support leveraging PhD talent required to meet AF needs.**

E3.4. Require via written agreement that the minimum active-duty obligation of military officers who have received fully or partially funded graduate education shall be a period equal to three times the number of months of education completed during the first year of graduate school, unless a different period of time is prescribed by law. An active-duty obligation is incurred whether the member successfully completes the fully funded graduate degree or fails to earn the fully funded graduate degree. Additional service obligation for such education in excess of 12 months shall be as prescribed by each Military Department, as stated in a written agreement with each officer.

E3.5. Failure to fulfill the requirements or specified conditions of the agreement for receipt of educational benefits may result in termination of the agreement and the member may be required to repay the United States the unearned portion of the benefit in accordance with Principal Deputy Under Secretary of Defense for Personnel and Readiness Memorandum (Reference (k)). The Secretary of the Military Department concerned shall advise Defense Finance and Accounting Service of the disposition of any unearned portion of the educational benefit.