

FREQUENTLY ASKED QUESTIONS

Q. What is the Air Force Instruction governing the education programs?

A. AFI 36-2306. In addition, the Chief, Force Development Flight may establish operating instructions pertaining to local educational requirements.

Q. How long before my Speech score report comes back?

A. It normally takes five to seven weeks. You can call Customer Services, 294-5716, Ext 1, to find out if your results are back. Per DANTES directions, score results may not be given over the phone.

Q. How can I get my CCAF transcript?

A. Go to the Air Force Portal, click on AFVEC and follow the instructions. Complete the on-line transcript request and indicate who or where you want your CCAF transcript sent. If not the Education Center, please indicate who it is for.

Q. How do I have a transcript sent from a previous college to CCAF?

A. Stop by the Education Center and complete a generic transcript request. Have the college send the transcript direct to CCAF/DFRS, 100 S. Turner Blvd., Gunter-Maxwell Annex, AL 36612-6613.

Q. Can I use tuition assistance for courses I need to get into a graduate school?

A. TA may pay up to 12 semester hours of undergraduate deficiencies if they are listed on your acceptance letter from the school.

Q. How long do I have to complete my CCAF degree?

A. You have six years under the CCAF catalog that was in effect at the time of your enlistment to complete the degree. If you don't get it finished within the first six years, you are rolled over into a new CCAF catalog, and your requirements may change for your career field. This continues until such time as you complete your degree, no matter how long it takes. However, once out of the Air Force, and if you haven't completed all necessary CCAF requirements, you can not get the CCAF degree.

Q. What are the criteria for tuition assistance reimbursement waiver?

A. TA reimbursement waivers are authorized for unanticipated health reasons, TDY, PCS, or change in work schedules, emergency leave, or hospitalization of a length that precludes course completion. Each request must be fully documented and forwarded to the Chief, Force Development Flight (55 FSS/FSD).

Q. Are there limits on how much tuition assistance I can get?

A. Tuition assistance is limited to \$250 per semester hour (\$166.50 per quarter hour) and \$4500 per FY.

Q. How many courses can I take a semester using TA?

A. Per instructions from Hq USAF/DPPE, no more than three courses (or a total of nine semester hours) per semester. Any more than this must first be approved by your commander and the Chief, Force Development Flight. In addition, you can not have more than 15 contact hours per week. A contact hour is the time spent in the classroom with an instructor per week.

Q. What are my GI Bill education benefits?

A. If you enrolled in the Montgomery GI Bill (MGIB) when you first enlisted and had \$100 a month for 12 months deducted from your pay, you may start using your benefits after two years on active duty. Go to <http://VA.gov> more detailed information on GI Bill education benefits.

Q. Are civilian employees authorized tuition assistance?

A. ACC civilians are authorized tuition assistance at the rate of up to 75% or \$187.50 per semester hours or a total of \$3500 per FY. To qualify for TA, the course(s) must be job/mission related and approved by the unit commander and Chief, Force Development Flight before enrolling in the course(s). Civilian must pay back all tuition assistance costs if they fail the course(s) or do not complete the course(s). Interested ACC civilian employee must first stop by the Education Center and pick up a request for tuition assistance form, complete it, have their unit commander certify the course(s) listed are directly related to their job, get a copy of the course description and bring both documents to the Education Center not later than two weeks before the course(s) start date. If approved, individual must come back to the Education Center to have the AF Form 1227 prepared.

Q. Can I get more than one college degree using tuition assistance?

A. Tuition assistance can be used to get one degree at each level: Associate, Bachelor, and Master. Tuition assistance is not authorized for any post-graduate degrees. The Chief, Force Development Flight may authorize tuition assistance for lower/lateral courses toward CCAF degree for which the individual is eligible; or courses toward a second associate's degree if member completes all requirements for award of CCAF degree.

Q. When should I request tuition assistance?

A. First, register with the school, enroll in the course(s) you wish to take, and bring your degree plan to Customer Services, Room 4A. Tuition assistance can not be authorized earlier than 60 days from the course start date and no later than the course start date. You are responsible for applying for tuition assistance on-line within the above stated time frame. Per Hq ACC directions, no late tuition assistance will be allowed.

Q. What should I do if I have to drop out of a class?

A. First thing is to contact the school and complete a drop card as soon as you drop the course(s). The school will figure out how much money, if any, is owed. Bring the drop card immediately to Education Center Customer Services for any additional action. If you drop the course owing money, you will be required to either reimburse the government or request a waiver based on the requirements of AFI 36-2306.

Q. What is an Education Deferment, and how are deferments used to complete a degree?

A. There are two types of Education Deferments: the basic deferment program and the Air Force Educational Leave of Absence Program (AFELA). The two programs are explained as follows:

Basic Education Deferment: Air Force military personnel may be authorized an educational deferment, Assignment Availability Code 52, provided they have completed enough semester hours towards an associate or higher degree program. They must be able to complete the degree program through off-duty education within one year.

Disqualifying Factors: Personnel with an established assignment date are not eligible for educational deferments. Deferments are not given to complete a thesis or research paper. First-term airmen who are not obligated for a total of six years active service are not eligible for a 12-month deferment.

Submitting Requests: Each individual must request deferment by letter to Education Services. A letter signed by a responsible official of a college or university must accompany the request and must specify: (1) the degree to be awarded, (2) the major and minor fields of study, (3) opening and closing dates of each term, (4) date degree will be

awarded, and (5) a statement from the school to the effect that alternate courses will be provided should those listed not be available.

AFELA: In addition to the standard Education Deferment, a military member may apply for the AFELA program. The AFELA program is used when an individual is enrolled in an academic program and cannot complete the remaining requirements during normal off-duty hours. An approved AFELA allows a student to be placed in a code 52 status and attend school full-time. An AFELA can be approved by unit commanders for up to 2 years. Application documentation is required by those desiring to request an AFELA, such as: a letter of justification, letter from the academic institution, coordination with base finance, the housing office, military personnel's re-enlistments, etc. Individuals who are approved for an AFELA lose their housing allowance, separate rations, special pay/allowance during the AFELA period. Participants will only receive basic pay and benefits (medical, etc.). Also, the student incurs an additional active duty service commitment of two months for each month on AFELA. AFELA is for career airmen and officer who have completed their initial period of active duty service commitment.

Who gives DSST (except Speech) and CLEP exams? University of Nebraska Omaha (UNO) has been established as a National Test Center on Offutt AFB. DSSTs and CLEPs are computer based and are given in classroom 19, Building 301D. Please call 595-2371 to schedule a test date. The Education Center will continue to administer Speech, PME, ACT, SAT and other exams in classroom 9. Please call 294-5716, Ext 1 to schedule a test date.