



# JANUARY 2018 E-TRAIN



EDUCATION AND TRAINING – 55 FSS/FSDE

## FORMAL TRAINING RIPS

Funding for formal training courses are **NOT** funded by AETC (502CPTS). The majority of these courses fall into three categories:

### **1) ACC FUNDED**

**COURSES:** Courses conducted at NON-AETC training facilities (ex: Minot AFB or Kirkland AFB) will often have "ACC" as part of the course number. The "Lines of Accounting" for these courses are obtained in two ways: 1) Funded initially by your unit and reimbursed by ACC

after the fact or 2) Contact the ACC Training Functional Manager, or the ACC Formal Training office.

### **2) TRAINING ENROUTE**

**TO A PCS MOVE:** If you are training at an AETC Base and continuing to PCS location, funding and orders are COMBINED as part of the PCS move. The MPS Outbound Assignments Personnel will assist you in getting your orders prepared and funded for your enroute training. You do not

require separate orders in DTS for this training.

### **3) TRAINING ON**

#### **STATION AFTER ARRIVAL:**

DTS orders aren't required when training after arrival on station. The only action required is to confirm to Offutt Training Office you will be attending the course(s) at your new location. The on-station training at the new base (ex: Tinker AFB) is part of the completion of your PCS move.

## COMMUNITY COLLEGE OF THE AIR FORCE (CCAF)

IF you have completed your CCAF requirements; please contact us (294-5716) so we can nominate you for the Spring 2018 graduation. Cut-off is 2 MAR 2018.

**Civilian Training Data Call:** Do you have a training need but missed the deadline for FY18? Contact the Installation CTM, Mr. Todd Annett, 294-5716 and he will provide you the appropriate Management Training Committee (MTC) member to get your requirement submitted. The FY 19 Civilian Data Call is here; an official message will be sent out soon to the entire installation. This data call addresses critical developmental needs of our civilian employees.

**Supervisory Training:** Installation CTM notified 55 WG employees and their supervisors of their current supervisory training status. You have six months from the date entering a supervisory position to complete the USAF Civilian Supervisors Course or the Advanced Civilian Supervisors Course.

**New Employee Orientation:** Please be aware new hires must complete NEO training requirements within 90 days of their start date.

**Civilian Development:** Ever wondered where you can find information on Civilian Developmental Education Opportunities? Access the virtual Force Development site via the AF Portal for extensive information using the following URL:

<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c330D98A15BC6E686015BEE45F738022A&channelPageId=s0ECF2BB84DBEAE7B014DD46E712201EF&programId=tE3494DD0504287C101504334D7B20048>

## TUITION ASSISTANCE (TA)

You are required to receive an Annual TA Briefing in order to use TA. The good news – this ‘Walk-In’ brief is held every Thursday in Rm 237 of Bldg 323Cat 1000. This is an annual requirement and must be accomplished prior to any TA or Education Goal submission.

### THE VIRTUAL BRIEF:

The weekly TA brief is NOT the same as the ‘Virtual’ TA benefits training completed in AFVEC. This Virtual training is required every October.

## 2018 PROMOTION CYCLE IS UNDERWAY

Mind your EPPRC!

The Enlisted Promotions References and Requirements Catalog (EPPRC) for the 2018 Promotion Cycle is available on the myPers website under enlisted promotions. The EPPRC identifies available enlisted promotion tests and associated study references for Airmen preparing for promotion. Part one provides general information

that may be of use when Airmen are planning for promotion testing. Part two should be read by all promotion eligible examinees and WAPS monitors. It provides a list of each enlisted promotion test developed and the materials used to develop the test. Listed is the WAPS testing cycles for the 2018 promotion cycle.

### 2018 WAPS TESTING CYCLES

18E8 promotion to Senior Master Sergeant (SMSgt); testing window 1-14 December 2017

18E7 promotion to Master Sergeant (MSgt); testing window 1 February-31 March 2018

18E6 promotion to Technical Sergeant (TSgt); testing window 1 February-31 March 2018

18E5 promotion to Staff Sergeant (SSgt); testing window 1 May-15 Jun 2018

18E9 promotion to Chief Master Sergeant (CMSgt); testing window 10-14 September 2018


## 2018 COMMISSIONING OPPORTUNITIES

Offutt AFB had 19 Airmen selected for various commissioning opportunities in 2017. The Offutt Education and Training Section (ETS) wants to continue to provide support to the base community and help even more Airmen achieve their goals. The ETS will be sponsoring a Commissioning TOWN HALL at the 557 Wing Auditorium this coming February 15<sup>th</sup> at 0930. Guest Speakers will be on hand to assist you with your questions. More information will follow.

As always, if you have questions or need assistance with your Commissioning submission, scheduling your Air Force Officer Qualifying Test (AFOQT), please contact the ETS at 294-5716 or email [education6@us.af.mil](mailto:education6@us.af.mil).

RESOURCES:

AF Recruiting Service webpage: Search "Air Force Recruiting Service" on AF Portal myPers Messages: Search "Commissioning"



**OTS COMMISSIONING BOARDS**  
**19 JAN 18 Cut-Off; 13 Jul 18 Cut-Off**  
**NEXT AFOQT – April 4<sup>th</sup>, 2018**  
**PLAN ACCORDINGLY!**

## CAREER SKILLS PROGRAM (CSP)

### Career Skills Program (CSP)

DOD instruction 1322.29 enclosure 4 provides guidance for Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI). These are defined by AFGM 2016-01 to AFI 36-2649 as career skills programs. Some may have heard of Skill Bridge which is a nifty name and there are websites and information out on the Internet. The Air Force calls this simply CSP (Career Skills Program).

In general CSP exists to give you the chance to gain knowledge and skill in a civilian industry up to 180 days before you separate or retire. This skill training does not have to be directly related to your active duty job, but the training must relate to skills needed to perform in the civilian workforce. Participants are not allowed to receive wages, stipends or any other form of monetary or financial compensation. Participation in CSP must also not create a conflict of interest.

CSP should be in an area where the civilian job market demand offers a high probability of employment. It should also offer a rate of pay in the civilian workforce commensurate with the knowledge, skill, and ability for successful performance on the job.

Criteria for job training and apprenticeship type programs require recognition by federal agencies. You can find this listing of organizations in DODI 1322.29, page 10. The organization must also sponsor and oversee registered apprentice or job training programs. It will take sufficient lead time to research and apply to some of these opportunities.

With internships, you will often work in a production environment learning as you go. You are not necessarily entitled to a job at the end. You also cannot be paid. There are six criteria applicable to approval. These can be found in DODI 1322.29 page 11.

If you are nearing the end of your time with the Air Force, CSP may be an opportunity that you can leverage into your next career. For more information speak with an education counselor at the Base Education and Training Section 294-5716 or email us at [education6@us.af.mil](mailto:education6@us.af.mil)

## ON-BASE SCHOOLS – OFFUTT AFB, NE



The University of Nebraska at Omaha's Bachelor of Multidisciplinary Studies (BMS) Degree is a flexible, individualized degree program that is ideal for active duty military and veterans seeking degree completion or pursuing a college degree for the first time. The BMS is available fully online and nationally ranked among the top 25 online bachelor's degrees.

**Enrollment for summer 2018 opens for current students on February 27<sup>th</sup> and for new students on March 5<sup>th</sup>, 2018. Classes start May 14<sup>th</sup> (check online for your specific date and time).**

The UNO office at Offutt can assist with: the admission process, academic advising, and required placement testing.

**For more information: [dcs.unomaha.edu](http://dcs.unomaha.edu), [unooffutt@unomaha.edu](mailto:unooffutt@unomaha.edu) or call (402)595-2371.**

### FREE DSST Retake

Between now and Jan 31, 2018, military service member students who have not passed their first attempt at a DANTES exam will be eligible for one free retake! The exam retake wait period has also been shortened to 30 days! This promotion does not apply to the Principles of Public Speaking exam or any CLEPs. Voucher codes must be redeemed by JAN. 31. Call our National Test Center (NTC) at University of Nebraska Omaha, On-Base Testing at (402)-595-2371 to learn more!

**TESTING SCHEDULE for Non-WAPS Testing  
NO TESTING ON HOLIDAYS AND ACC DOWN DAYS**

### QUARTERLY TESTING

**Language** – 0830 (3<sup>rd</sup> Wednesday & Thursday of each Month) Building 323 'C', Room 127

**AFOQT** – 0830 (1<sup>st</sup> Wednesday of Jan, Apr, Jul, Oct) Building 323 'C', Room 109

**AFCT** – 0830 (4<sup>th</sup> Wednesday of Jan, Apr, Jul, Oct) Building 323 'C', Room 127

Please call our Front Counter Services for **ALL** other Non-WAPS testing dates/times to schedule.

Comm: (402) 294-5716

DSN: 271-5716