

FAQ: CCAF Operational Pause

Projected: 28 Sept 2022 – 30 Mar 2023

Buckley Education Office

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DSN: 847-6675

Revision History

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MY EDUCATION PROGRESS: Community College of the Air Force

1. I have already started my CCAF – can I still work toward completion?

- a. Yes, to a point. CCAF has advised Education Offices to tell members to work primarily on their General Education and Leadership and Military Management Studies credits. If you are unsure which requirements you have remaining, your Buckley Education Office can try to assist by reviewing other records (civilian transcripts, tech school, etc) to determine what class(es) is/are right to take. Appointments can be scheduled via our org box: 460.FSS.FSD.Education.Office@us.af.mil or call our office number @ 720-847-6675.

2. I have not started my CCAF yet; can I still get started?

- a. Yes! Please contact the Buckley Education Office to determine what requirements you will need to complete. Appointments can be scheduled via our org box: 460.FSS.FSD.Education.Office@us.af.mil or call our office number @ 720-847-6675.

3. I just finished tech school; can I start my CCAF?

- a. If you completed tech school before 23 Sept 2022, you should be able to begin working on your CCAF; provided you have completed your CDCs and/or have permission from your supervisor. Make an appointment to meet with the Buckley Education Services Specialist to determine what requirements you need to complete. Appointments can be scheduled via our org box: 460.FSS.FSD.Education.Office@us.af.mil or call our office number @ 720-847-6675.
- b. If you completed tech school after 23 Sept 2022, unfortunately, CCAF cannot enroll you into your first degree during the Operational Pause. However, you can schedule an appointment with the Buckley Education Center to determine your education options, during the Operational Pause, to include beginning a civilian associates or bachelor's degree. Appointments can be scheduled via our org box: 460.FSS.FSD.Education.Office@us.af.mil or call our office number @ 720-847-6675.

4. I just cross-trained into a new AFSC; can I start my CCAF?

- a. Unfortunately, CCAF cannot enroll members into subsequent degrees at this time. But you can schedule an appointment to meet with the Buckley Education Center to determine your education options during the Operational Pause. Appointments can be scheduled via our org box: 460.FSS.FSD.Education.Office@us.af.mil or call our office number @ 720-847-6675.

5. I'm ready for graduation from CCAF! How does this impact me?

- a. Graduation Date: Oct 2022 class
 - i. Timeline Affect: The diplomas for the class of Oct 2022 are being mailed to the Buckley Education Office; they will be distributed to the squadrons after the Graduate Recognition Ceremony (which is arranged by the Buckley Top 3).
 - ii. Reissues: CCAF cannot issue reprinted diplomas at this time.
- b. Graduation Date: April 2023 class
 - i. Timeline Affect: There is no discussion at this time of moving the spring conferral or submission deadlines.

6. I am being considered for a promotion, will this hurt my chances?

- a. The Promotion Board is aware of the Operational Pause and that it is outside of the Airmen's control. CCAF has asked for a blanket waiver for the fall promotion cycle and is waiting on a final decision from AF/A1 who is responsible for all promotion related policy. If our office receives any further information on this subject, we will make it available.

7. I want to see my CCAF progress; can I do that?

- a. Not traditionally. The CCAF Student Services link has been removed, and local bases are not able to review student records. But here's how we can help:
 - i. In all cases, the Buckley Education Office is happy to work with you to determine what requirements you have completed/remaining. We will meet with you to determine what classes (both military and civilian) you have taken previously. Appointments can be scheduled via our org box: 460.FSS.FSD.Education.Office@us.af.mil or call our office number @ 720-847-6675.

8. I need to have my records updated; will CCAF do that during the Operational Pause?

- a. If you had a CCAF action request pending prior to 28 Sept 22, CCAF has a record of it, and your record will be updated after the Operational Pause is over. You DO NOT need to re-submit your request to the Buckley Education Office. If you are unsure, ask the Buckley Education Office.
- b. Unfortunately, no. CCAF does not have the ability to process transcripts or update records at this time. HOWEVER, you can still have your school send an official copy of your transcript to CCAF in Alabama; it will be reviewed once they are able to process transcripts again. CCAF's physical address is:
CCAF/DESS
100 S Turner Blvd
Maxwell AFB, Gunter-Annex, AL 36114-3011
Official electronic transcripts should be sent to: CCAF.etranscript@us.af.mil
- c. If a change is required to your record, please contact the Buckley Education Office.

9. I'm participating in AU ABC – how am I impacted?

- a. If you were submitted for graduation between 26 Aug 2022 and 28 Sept 2022 and need to send an official copy of your CCAF transcript to your civilian school to participate in AU-ABC, CCAF can include a letter with your official transcript to your school confirming you have met your CCAF requirements. We are currently awaiting further guidance on how this letter should be requested by the member.

10. Will I still receive certificates from CCAF programs?

- a. CCAF will still award certificates for the following programs, BUT they cannot be added to your CCAF record during the Operational Pause:
 - i. FAA Airframe & Powerplant
 - ii. CCAF Instructor Certificate
 - iii. Instructional Systems Development Certificate

MY EDUCATION PROGRESS: Civilian Institutions

There is no impact to your education journey at civilian institutions. Civilian institutions can still receive and process official copies of CCAF transcripts.

Please note: your CCAF transcript will be current as of 28 Sept 2022.

1. Official copies of CCAF transcripts can be order via the following link:

<https://www.parchment.com/u/registration/32882/institution>

Please Note: There is a \$3 charge, but it is our understanding that it takes only 2-3 days for the request to be processed.

2. You can also request a copy of your official CCAF transcript by following the Written Request instructions (Option 2) on CCAF's website:

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

Please Note: This option is free, but the request takes several weeks to be processed.

TUITION ASSISTANCE:

- 1. Can I still use Tuition Assistance for my classes?**
 - a. Yes! Tuition Assistance is still available and is not affected by the Operational Pause. Civilian Education Goals and Host Country Foreign Language Goals are not impacted by the Operational Pause. MILTA will be approved for CCAF Goals, provided the Buckley Education Office can determine the Funding Request is needed and will be accepted by CCAF.
- 2. I want to continue my CCAF during the Operational Pause; what are things I need to think about when signing up for classes and applying for Tuition Assistance?**
 - a. CCAF Education Goals CAN be created, but you will need to arrange an appointment with the Buckley Education Services Specialist to determine the requirements you have remaining prior to the approval of a new goal.
 - b. The Buckley Education Center Staff still has access to the Civilian Course Conversion Table and can work with you to determine if a civilian class will be accepted by CCAF. However, no new classes can be evaluated or added to the Civilian Course Conversion Table during the Operational Pause.

TRANSCRIPTS:

1. **Can I send transcripts to CCAF to update my records?**
 - a. Yes, but they will not be processed until the Operational Pause is over.
2. **Can I order transcripts from CCAF and have it sent to other people (promotion packages) or institutions (civilian universities)?**
 - a. Yes! Please note: they will be current as of 28 Sept 2022.
 - i. Official copies of CCAF transcripts can be order via the following link:
<https://www.parchment.com/u/registration/32882/institution>
Please Note: There is a \$3 charge, but it is our understanding that it takes only 2-3 days to be processed.
 - ii. You can also request a copy of your official CCAF transcript by following the Written Request instructions (Option 2) on CCAF's website:
<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
Please Note: This option is free, but the request takes several weeks to be processed.
3. **Is there a preferred method for sending or ordering transcripts (e.g. electronic or hard copy)?**
 - a. No, CCAF accepts both electronic and hard copy formats. However, all transcripts must be official (i.e. it cannot be sent through the student, it must be sent directly from the institution to the CCAF).
4. **I took a CLEP/DSST – will my scores still be automatically sent to CCAF?**
 - a. If you took the test prior to 22 Sept 2022, CCAF was able to process your score.
 - b. If you took the test after 23 Sept 2022:
 - i. If the test is Dantes funded (i.e. you did not pay for it), yes, CCAF will receive a copy of the score. Scores will be processed after the Operational Pause is over.
 - ii. If it is a re-take or self-funded (i.e. you paid for the test yourself, or using some other means), you will need to make sure College Board or Prometric sends an official copy of your score to CCAF in Alabama.
5. **I submitted my transcripts during the Operational Pause and haven't received a notice that they were received – should I resend them?**
 - a. Unfortunately, there is no way to determine if CCAF received your official transcript during the Operational Pause.
 - b. Our office recommends sending transcripts after the Operational Pause is over, so we can confirm if they were received or not.
6. **I just completed ALS, NCOA, or other formal military training, how does this affect my record?**

- a. MilPDS (official military record): As before, please send formal military training certificates to the Formal Training Office (460.FSS.FSD.Education.Office@us.af.mil) for updating into MilPDS.
- b. CCAF record: CCAF cannot add military training completed after 28 Sept 2022 until after the Operational Pause.
- c. Civilian school: CCAF can send official transcripts, current as of 28 Sept, and can provide letters confirming additional military education. Our office is reaching out to CCAF for guidance on how members can obtain those letters.

OTHER:

1. **UNAFFECTED PROGRAMS:** AFVEC (Skillbridge, Mil-TA for civilian education goals, and AF COOL) and MilPDS (your official military record)