CCAF UPDATE NEWSLETTER  JUL-SEP 2020
The newsletter is a forum to keep education services personnel, affiliated schools, Air National Guard and Air Force Reserve Command training personnel, Air Force recruiters, and the community colleges constituents at large up-to-date with CCAF news, policies and procedures. The newsletter may be reproduced and is on the Air Force Portal or www.airuniversity.af.mil/Barnes/CCAF.

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SPOTLIGHT: INSIDE RYAN HALL Here (Page 18)

The Community College of the Air Force is an institution of higher learning dedicated to the enlisted members of the Department of the Air Force. The Community College of the Air Force is accredited through Air University by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree.
COMMANDANT UPDATE

In our last staff update, I provided a prelude to the “Culture of Care” initiative, launched to improve customer service focus; revamp, refine, and redesign the processes we use to serve our Air & Space Professionals, and to listen and understand the diverse perspectives and experiences of our teammates, both in and outside of our workspaces. We’ve come a long way since June, despite similar telework surroundings due to continued Force Health Protection Charlie requirements here in Alabama.

Our fantastic Non-Commissioned Officers and Senior Non-Commissioned Officers led working groups designated in the areas of Information, Organization, Communication, Accountability, and Developing Relationships. These groups worked tirelessly in the latter part of July to establish action plans for the CCAF staff; these plans were formally briefed to the CCAF Command Team in early August. In each action plan, they provided goals, objectives, and action items with responsible and accountable points of contact across the College, as well as those who will lead coordination and informing staff and stakeholders.

Our ‘Information Team’ focused on honing in on the culture of CCAF, both historically and present day. They identified areas to work on based on climate surveys, determining where we are in our current climate, and any remaining roadblocks to success. Additionally, they are working to develop surveys for both stakeholders and graduates to determine prioritized areas of interest, including capturing the lessons learned from long-standing CCAF family employees. After all, as organizational consultant and author Mary Ann Allison noted, “Accurate information is a key part of motivation.”

The information gleamed from above informs all teams, including the ‘Organization Team.’ This team’s focus was on creating a centralized location for all College Operating Instructions, training, and documentation which can be made visible to our stakeholders, especially education service officers, career field managers, and internal CCAF staff members. Additionally, this team translated process improvements into actionable items in the areas of transcript ingress/egress, staff professional development, and internal award programs.

Multiple teams had overlapping findings, which was excellent to establish trends. The ‘Accountability Team’ focused on proactive communication, setting clear expectations and measurable outcomes through thorough on-boarding staff training, and new ways to empower the CCAF staff. With all of the changes going on through the CCAF Reimagined task force plan to include academic policies, preparing the new Military Technology and Applied Sciences Management (MTASM) degree program (which is tied to the profession of arms versus an individual vocational pathway), and internal reorganization intended to posture these changes for success, proactive communication is even more important. The noted entrepreneur, author and motivational speaker Jim Rohn said “effective communication is 20% what you know and 80% how you feel about what you know.” We have a heightened sense of awareness that each and every one of these changes will be digested differently by our stakeholders and students alike. Our role, with compassion, is to be able to explain the why behind these changes, and what is in the realm of possible to continue to facilitate success for our students.

Naturally, there was overlap between the ‘Accountability Team’ and the ‘Communication Team.’ How we relay these changes, we’ve learned, is most important internally first. Ensuring our CCAF family has the most up-to-date information, template responses, and accessibility to subject matter expertise for inherent individual cases were the most important cited resources to our staff. Additionally, a revamp of our CCAF website to improve interoperability, ease-of-use, and purposing the personnel with skills for these unique requirements are of increased priority.
Last, the blanket of serenity surrounding all of these teams is the ‘Developing Relationships Team.’ Nothing of matter exists without relationships, and since the inception of my tour the CCAF family knows the art of cultivating relationships will inherently improve all other areas. We know that beyond the CCAF family internally, we have stakeholder relationships that will see our CCAF vision far into the future. Therefore, this team focused on mechanisms to include all external partners on decisions made at CCAF as well as awards for our external partners and schoolhouses.

I could not be prouder of these teams; together they make this CCAF family team amazing. Throughout their research, they folded in discussions of diversity and inclusion (D&I) conversations, like a fresh sheet that lines a comfy quilt. By interweaving this topic into all discussions, we can make D&I part of the fabric of our lives. By no means have we perfected the culture of care at CCAF, but we are committed to getting it right as best we can, and continuing to improve every day. Thank you all for your support, encouragement, and feedback as we implement CCAF Reimagined, and the foundational culture of care.

All the best,

Lt Col Melanie Presuto
Hello, educators and staff! I hope this newsletter finds you and your teams well, especially given we are approaching nearly half a year in COVID 19-driven telework operations. If someone told us in early 2020 we would be thrust into a global pandemic, which would force working from home, we would have LOL’d (I was told that means Laughed Out Loud)! Regardless, our Air and Space professional are using their time wisely and still striving to finish their Community College of the Air Force degree. We hope attaining that first milestone will springboard them onto their civilian educational goals. Accordingly, our experts at CCAF are diligently processing transcripts and student action requests in order to finalize graduation requirements for our enlisted members around the world.

We recently had the opportunity to host CMSAF Bass here at Maxwell AFB/Gunter Annex. The CMSAF reminded us that throughout the many changes to our strategic and global environment, we must focus on one constant: our people. But, for our Air and Space professionals to remain the most lethal weapon system in the inventory, and to ensure a competitive edge over our adversaries, our warfighters must also adapt and grow to answer our Nation’s call. To that end, the CCAF is also modernizing, in order to capture the knowledge, skills and abilities needed to modernize our Air Force. Realizing this modernization requires a culture shift in our students, we must also shape how enlisted members develop in their respective career field and how we codify their academic accomplishments.

In concert with Academic Affairs at Air University, CCAF is finalizing numerous changes to our policies. Some of these internal policies represent small changes in direction, but in totality, will make significant changes to our degree programs. The Air and Space professionals will certainly have questions and you’ll be at the forefront of these inquiries about credits, courses, timelines, and many other concerns from the field. We’re putting the finishing touches on the strategic communication plan, so we inform Career Field Managers, Recruiters, individual enlisted members enrolled in the degrees, and we especially want to arm YOU with the changes! Some of these policies have been in effect for years, so it will take time to iron out all the issues and provide a new-normal for our students. See the article elsewhere in this Newsletter from the CCAF Dean for more detail on these policy changes.

Lastly, I just want to say, “thank you” for all you do to mentor, guide, assist, and take care of our enlisted as they strive towards their academic goals! As a young Airman First Class loading F-117s at Holloman AFB, NM, I would catch tidbits of information/gossip/rumors about all-things CCAF. Most of it was incorrect information and hearsay, so I quickly learned that in order to get factual information about the Aircraft Armament Systems Technology degree, I’d have to drive to the Education Office. The experts there put me on a path to success and I can’t thank them enough!

CMSgt Kevin P. Klappel
Greetings to all! As you are all likely aware, CCAF has been conducting an in-depth review and update of several CCAF policies affecting award of academic credit. This review was necessitated by the process CCAF and Air University underwent in preparing for and completing reaffirmation for accreditation, the process whereby universities and colleges ensure the academic rigor and integrity of their programs. It is important to note that as policy changes were reviewed, we considered both the impact on CCAF students as well as the integrity of the CCAF degree. Below is a current update on where we are in updating policies.

1. Credit-awarding policies established to offset lack of formal technical training. Courses INT3000 and SDI3000—both six semester hours (SHs)—were established to provide academic institutional credit for Air Force Specialty Codes (AFSCs) and Special Duty Indicators (SDIs) / Reporting Identifiers (RIs) without CCAF credit-awarding, specialty-related formal technical training. In this case academic credit is being awarded where such credit was not warranted...no academic activity was going on. CCAF stopped this credit-awarding policy on 1 April 2020. It is expected the new AAS in Military Technology and Applied Sciences Management (MTASM) set for launch in 2021 will provide a degree pathway for those personnel affected by this policy change.

2. Internship model as academic credit for upgrade training. The internship was established as an academic course to award academic credit for upgrade training to 5-level (INT5000, 8 SHs) and to 7-level (INT7000, 4 SHs). Similarly, credit was awarded for SDIs/RIs as SDI 5000 and SDI 7000. However, an internship was an inappropriate approach as there were no qualified faculty of record. Credit-worthy activity is occurring via the Career Field Education and Training Plan (CFETP) or Air Force Job Qualification Standard (AFJQS) detailing comprehensive knowledge, skills, and competencies with a robust documentation and oversight process. However, an incorrect academic method was used to award credit. Thus, CCAF implemented a provision permissible under current policies for assessing, determining and awarding credit for professional certificates or other noncredit educational experiences outside a collegiate course. This new process could affect the number of academic credit hours awarded for those experiences. The new credit-awarding policy and process was implemented for AFSCs to include SDIs/RIs having a CFETP/JQS beginning 1 April 2020.

3. CCAF academic credit awarded for training not offered through AU/CCAF. This policy was established to allow CCAF academic credit for enlisted personnel attending joint service training programs (ITRO) not affiliated with CCAF. Some programs, not all, carried American Council on Education (ACE) recommendations for academic credit which could be accepted, but not count as CCAF credit. The policy incorrectly gave CCAF academic as well as vocational core credit for these experiences. This credit was referred to as proficiency or “P” credit. As with #2 above, CCAF will evaluate ITRO courses to award non-institutional academic credit under the provision for assessing, determining and awarding credit for professional certificates or other noncredit educational experiences outside a collegiate course. This new process could affect the number of academic credit hours awarded for a given ITRO course. ITRO course evaluations using the new process are underway with full implementation expected by 31 December 2020.

4. Credit applied toward general education degree requirements from AU culture & language. A CCAF practice applied credit for AF Culture & Language courses toward the social science component of the general education degree requirement. This action was based on an incorrect understanding concerning the acceptance of AU courses as general education. The Culture & Language courses can still count toward
program elective and institutional (residency) degree requirements. This practice affected only those students who enrolled in the AF Culture & Language courses. These students must complete the general education requirement through CCAF’s general education mobile program or through other civilian providers of general education. CCAF stopped this practice effective 1 April 2020.

5. **Double-counting of academic credit toward multiple CCAF degrees.** CCAF established an internal practice of allowing academic credit from the initial CCAF degree to be counted toward the requirements of a second and even third CCAF degree. Examples of credit counted multiple times include EPME completion as well as program electives. This practice could enable students to obtain subsequent CCAF degrees by taking as little as 24 SH of unique credit for a 64 SH degree. CCAF collaborated with the University on this matter and decided to discontinue this practice effective 31 December 2020. While the MTASM degree option may offer a pathway, the path will be relatively more difficult as students will now have to increasingly rely on transfer-in courses from civilian academic institutions when pursuing a second CCAF degree.

6. **Basic Military Training (BMT) physical education (PE) as degree program requirement.** All CCAF degree programs have a 4-semester hour PE requirement. Students are awarded 4 semester hours of PE credit upon completion of BMT. However, PE is no longer a requirement nor an acknowledged component of a two-year degree program. CCAF will discontinue the 4-semester hour PE requirement from all degree programs. Significant reprogramming of STARS is underway with the change implemented not later than 31 December 2020. The total hour requirement for degree program completion will be reduced from 64 to 60 semester hours. As such, there will be no impact to students.

7. **Splitting credits to satisfy degree program requirements.** CCAF has an internal practice of taking “left-over” credit from the conversion of quarter hours to semester hours as a part of the transfer-in process. Left-over partial-hour credits are combined to form a complete hour and then the hour is used to meet a degree program requirement. Typically this occurs when transferring in general education courses from a quarter system which would leave 1/3 of an hour. Three 1/3 hours of general education were then applied as one SH in program electives. This practice is not a sound academic best practice and is not in alignment with a coherent course of study or degree program integrity. This practice also does not appreciably advance the student toward degree completion. CCAF will discontinue this practice but doing so requires reprogramming of STARS. Implementation of this change will be complete not later than 31 December 2020 and is expected to have minimal to no impact on students.

The number and complexity of the changing academic policies have a widespread yet variable effect across the enlisted force. Since November 2019, CCAF began to develop and implement strategies for communicating these changes. Some messaging efforts target the entire force (AU CC NOTAM February 2020), while other efforts target specific groups or stakeholders. These efforts are on-going.
(Continued from page 6)

(1) Feb 2020 NOTAM
(2) Town Halls (3 different stakeholders)
(3) CCAF emails to students
(4) Senior Enlisted Ldr Update (bi-monthly)
(5) Portal/Website Updates
(6) Quarterly Staff Updates
(7) Flyers
(8) CFM discussions
(9) Individual phone calls
(10) Social media
(11) AU Immersion/Tech Training 101
(12) Local events w/recruiting
(13) AFSELC
(14) Conferences (AFSAPAC, AFSAPA, CCME)
(15) Graduations
(16) AU Public Affairs Interviews

If you have questions concerning these changes please contact CCAF.
CCAF OPTHALMIC TECHNICIAN AAS DEGREE PROGRAM CLOSURE
MR. J.R. BREEDING, ASSOCIATE DEAN OF ACADEMIC PROGRAMS, 5012

The Medical Education and Training Campus (METC), located at Fort Sam Houston TX, is a tri-service technical training campus whose mission is to deliver medical training and education to United States Army, Navy, and Air Force military personnel. METC has been a CCAF off-campus instructional site (affiliated school) since 10 July 2013.

METC has proceeded with authorities provided in the FY16 National Defense Authorization Act (NDAA) for the Uniformed Services University of the Health Sciences (USUHS) to grant undergraduate degrees. Agreements have taken place to realign enlisted medical curriculum and faculty from CCAF to the College of Allied Health Sciences (CAHS), a branch campus of USUHS. USUHS holds accreditation with the Middle States Commission on Higher Education.

METC moved the enlisted Ophthalmic (AFSC 4V0X1) curriculum and faculty to CAHS on 12 August 2020. In result, it is no longer feasible for CCAF to continue offering its Ophthalmic Technician AAS degree to new students. Effective 12 August 2020, CCAF discontinued registration of new students in this AAS degree program. However, CCAF is committed to enable those students who are currently registered in the degree program the opportunity to complete the remaining program requirements and graduate in the CCAF AAS degree within the teach-out period.

The teach-out period for this AAS degree program is six years, ending on 12 August 2026. CCAF will officially close the Ophthalmic Technician AAS degree program at the end of the teach-out period.

Students currently registered in this degree program must meet all degree program requirements to be awarded the degree within the teach-out period. It is the student’s responsibility to complete sufficient courses and credit each semester to enable themselves to complete the degree within the time allotted.

Per the teach-out plan, all registered students in the CCAF Ophthalmic Technician AAS degree program have been notified of program closure and the teach-out period.
Sgt Katherine McNutt is the Degree Program Manager for the Paralegal, Education & Training, and Instructor of Technology & Military Science Associate of Applied Science degree programs at the Community College of the Air Force. In this capacity, she recently completed over 700 education action requests with over 250 of those being nominations for degree conferral towards the October 2020 graduating class.

TSgt McNutt also guided four team members through nine training course evaluations, which allowed for continued credit to be awarded for course completion. Her quality reviews identified nine errors and after correction, contributed to the certification of 56 semester hours.

Additionally, she led a Paralegal craftsman course capstone scenario for 40 students. In doing so, TSgt McNutt armed these individuals with skills relating to Law of War rules of engagement and violations.

Furthermore, she volunteered with the local hospice care center and made multiple phone calls to gauge the morale and welfare of 34 patients and their families. The emotional support she provided highlights her steadfastness to Service Before Self. TSgt McNutt also stays active around the college by coordinating reoccurring Virtual Educator Coffee sessions with the Air Force Recruiting Service and is the point of contact for the UNITE program that provides funds to units for morale events. Moreover, she led two fitness challenges during COVID and is the college’s primary PTL, recently preparing for the return to fitness testing with safe procedures. For all these reasons and more, TSgt McNutt is the CCAF Warrior in the Spotlight for Jul-Sep 2020.
CCAF to CAHS Degree Program Transfer Timeline

Mr. J.R. Breeding, Associate Dean of Academic Programs, 5012

The following chart provides the status of Medical Education and Training Campus (METC) curriculum and faculty alignment from CCAF to the College of Allied Health Sciences (CAHS). Additionally, the chart provides the updated status of the applicable CCAF Associate of Applied Science (AAS) degree programs. The next program to align from CCAF to CAHS is Pharmacy, and tentatively scheduled to transfer in October 2020.

<table>
<thead>
<tr>
<th>Relevant CCAF AAS Degree</th>
<th>Program Code</th>
<th>METC Program of Study</th>
<th>Transfer Date</th>
<th>Board of</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuclear Medicine Technology</td>
<td>7ABJ</td>
<td>Nuclear Medicine</td>
<td>11-Jul-18</td>
<td>Implemented teach-out; ceased new student enrollment</td>
<td></td>
</tr>
<tr>
<td>Cardiopulmonary Laboratory Technology</td>
<td>7GDA</td>
<td>Cardiopulmonary Laboratory</td>
<td>12-Oct-18</td>
<td>Feb-20</td>
<td>Program transferred to University of the Incarnate Word (UIW) on 12 Oct 18; implemented teach-out; ceased new student enrollment; tentative transfer from UIW to CAHS is 6 Jul 20</td>
</tr>
<tr>
<td>Histologic Technology</td>
<td>7GAE</td>
<td>Histopathology</td>
<td>4-Mar-19</td>
<td>Implemented teach-out; ceased new student enrollment</td>
<td></td>
</tr>
<tr>
<td>Dietetics &amp; Nutrition</td>
<td>7GAD</td>
<td>Diet Therapy</td>
<td>28-May-19</td>
<td>Implemented teach-out; ceased new student enrollment</td>
<td></td>
</tr>
<tr>
<td>Diagnostic Imaging Technology</td>
<td>7GDH</td>
<td>Diagnostic Imaging</td>
<td>26-Aug-19</td>
<td>Implemented teach-out; ceased new student enrollment; LSAL04R011C-00AA Magnetic Resonance Imaging (PDS 157) and LSAL04R011C-00AB Diagnostic Imaging Mammography (PDS DIO) remain as CCAF courses</td>
<td></td>
</tr>
<tr>
<td>Ophthalmic Technician</td>
<td>7GDI</td>
<td>Ophthalmic</td>
<td>12-Aug-20</td>
<td>May-20</td>
<td>Implemented teach-out; ceased new student enrollment; LSAL04V031A-01AA Ophthalmic Surgical Services (PDS 10G) remains as a CCAF course</td>
</tr>
<tr>
<td>Surgical Services Technology</td>
<td>7GEA</td>
<td>* Urology</td>
<td>* 20 Mar 19</td>
<td>Surgical Services Technology AAS degree closure upon transfer of Surgical Services faculty/curriculum</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Surgical Services</td>
<td>* TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Nursing Technology</td>
<td>7GAL</td>
<td>* Neurodiagnostic Medical Technician</td>
<td>* 27 Mar 19</td>
<td>Practical Nursing Technology AAS degree closure upon transfer of Aerospace Medical Service faculty/curriculum</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Aerospace Medical Service</td>
<td>* TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>7GAH</td>
<td>Pharmacy</td>
<td>TBD</td>
<td>Aug-20</td>
<td>Transfer Date TBD; tentative Oct 20</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>7GBC</td>
<td>Dental Assistant</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Dental Laboratory Technology</td>
<td>7GBB</td>
<td>Dental Laboratory</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>7GAF</td>
<td>Medical Laboratory</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>7GAP</td>
<td>Mental Health Service</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>7GDK</td>
<td>Diagnostic Medical Sonography</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>7GAL</td>
<td>Physical Medicine</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Health Care Management</td>
<td>7GGY</td>
<td>Health Services Management</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Biomedical Equipment Technology</td>
<td>7GAA</td>
<td>Biomedical Equipment</td>
<td>TBD</td>
<td>Transfer Date TBD</td>
<td></td>
</tr>
<tr>
<td>Logistics</td>
<td>1AMY</td>
<td>Medical Material</td>
<td>TBD</td>
<td>Logistics AAS degree not affected; offered to other non-medical occupational specialties</td>
<td></td>
</tr>
</tbody>
</table>

EDUCATE...GRADUATE!
For the past few years in late August, our CCAF marketing team had become accustomed to packing up pull-up banners, boxes of catalogs and brochures, and the huge CCAF tablecloth to take to downtown Montgomery, Alabama to participate in the annual Air Force Information Technology and Cyber Conference (AFITC). This year was different due to the Corona Virus known as COVID-19, which resulted in the 2020 AFITC going virtual.

Working extensively with the Air University Public Affairs staff, we built a virtual booth that was staffed all four days. The virtual booth allowed AFITC attendees to email or chat with CCAF booth members to obtain information on CCAF programs. As for AFITC 2021, only time will tell. But regardless, CCAF hopes to be there!
Cancellation of Travel Results in CCAF Virtual Booth at AFA 2020

MR. BENNY SEAWRIGHT, CHIEF OF MEDIA AND DISTANCE LEARNING, 5074

Normally in September each year, our CCAF marketing team puts together a list of members to staff the booth at the annual Air Force Association (AFA) Conference at Space Harbor, Maryland. Normally in September each year, our crew packs boxes of catalogs and brochures and delivers them to the Base warehouse to be shipped to Maryland. However, this year, 2020, was different due to the COVID-19 pandemic.

Since the decision was made by leadership to hold this AFA Air, Space and Cyber Conference virtually this year, CCAF still wanted to participate and get its message out to attendees. So after a few days of intensive, detailed work with the Air University Public Affairs staff, CCAF joined the virtual online exhibit by building a unique booth that utilized the Calendly app and Microsoft Teams which enabled attendees to be able to set up 30-minute appointments over the three-day conference to meet with CCAF exhibit personnel. Unlike the previous virtual AFITC event which was held in August -- which included only text and chat features in the booth for attendees, this virtual event allowed attendees to make live appointments to actually enter the CCAF meeting room which was manned by CCAF staff, including leadership. This allowed CCAF to continue to provide information for those who wanted it.
How do I order a transcript?

The best way is to log into AFVEC (https://afvec.us.af.mil/afvec/public/welcome) with your CAC (use Chrome) and click on CCAF Student Services on the left side of the page. Then click the transcript tab and then click Order CCAF transcript. We mail transcripts via USPS First-Class mail every Monday, Wednesday and Friday. Additional ordering options are discussed here:


How do I know if you have received my transcript?

Log into AFVEC (https://afvec.us.af.mil/afvec/public/welcome) with your CAC (use Chrome) and click on CCAF Student Services on the left side of the page and then click the transcript tab. If your transcript doesn’t show up there, click the Enrollments tab and then click on the degree title to see what courses are on your record.

Can I mail you a sealed transcript I received from my university?

CCAF only accepts official transcripts sent to CCAF by the school where you took courses. We do not accept transcripts issued to students, even if they’re still sealed.

My transcript has transfer credit from 3 other schools I attended, will you accept those?

We need a transcript from each school you attended. We do not accept anything listed as transfer credit on another school’s transcript.

How do I get credit for High School AP classes?

CCAF does not accept or evaluate high school transcripts. If you believe you received college credit for courses taken in high school, please request a transcript from either the College Board (https://apscore.collegeboard.org/scores/score-reporting/) or the credit-granting institution and have them send it to CCAF directly.

I took a CLEP or DSST exam and it’s not on my CCAF record (aka Web PR, aka Transcript)

If you take a CLEP or DSST exam, be sure to use your SSN and not your DoD ID number. This will ensure your score gets added to your CCAF record automatically. Already used your DOD ID number? Contact your base education office and give them a copy of your score report so we can manually load your exam to your CCAF record. CCAF will use that score report to verify your exam completion in DAIMS, a system run by

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DANTES where CLEP and DSST scores are uploaded. If you don't have your score report, just provide your exam title and the date you took the exam to the Education Office. Retests paid for out of pocket are NOT reported in DAIMS so you will need to order a score report from Prometric and have it sent to CCAF.

I sent in a transcript request a month ago and my college still hasn’t received my transcript

Unfortunately USPS has been experiencing delays that may have led to us not receiving your mailed-in transcript request, or that prevented your transcript from arriving at its destination. Please contact us at registrar.ccaf@us.af.mil and we will look into it for you.

Do you send official transcripts electronically?

Not yet, but we are actively working toward this goal.

What classes do I need to finish my CCAF degree?

This is best discussed with a CCAF advisor at your Base Education Office because the answer will be different for everyone.

What courses will CCAF Accept?

For a list of courses CCAF has evaluated and approved for transfer, log into AFVEC (https://afvec.us.af.mil/afvec/public/welcome) with your CAC (use Chrome) and click on CCAF Student Services on the left side of the page. Click on Transfer Credit at the top of the page, and then click on Civilian Course Conversion Table (CivCCT).

What CLEP/DSST exams will CCAF Accept?

For a list of courses CCAF has evaluated and approved for transfer, log into AFVEC (https://afvec.us.af.mil/afvec/public/welcome) with your CAC (use Chrome) and click on CCAF Student Services on the left side of the page. Click on Transfer Credit at the top of the page, and then click on 2017 Credit by Exam Matrix.

Why didn’t you accept my course from my college?

The most likely explanation is that it hasn’t been evaluated and is not on the CivCCT. Contact your Education Office to request an evaluation. Contact your Base Education office to request an evaluation. It’s also possible that the course is a duplicate of one already on your record. Your Base Education office can help you determine that as well.

The class I want to take (or already took) isn’t on the CivCCT.

“We appreciate the time you take to advise and educate our students on CCAF policies and procedures...”
Contact your Base Education office to request an evaluation of the course.

**Do you accept courses from Sophia Learning, Straighterline, or Study.com?**

These websites are not accredited degree-granting institutions, and therefore their courses are not acceptable towards the CCAF General Education Requirements. However, some courses may be applied towards Technical or Leadership, Management and Military Science (LMMS) program areas, depending on the specific CCAF degree program and the ACE evaluation of recommended credit. These courses need to be evaluated on a case-by-case basis, as the answer will be different for each student. If you would like to have a course evaluated for credit, please contact your Base Education Office and have them submit a Student Action Request on your behalf with the name of the course you would like to have evaluated.

**I used to have credit for my upgrade training, but now I don’t.**

CCAF changed the way we award credit for upgrade training recently. If you had INT5000/INT7000 and it’s gone, contact us at registrar.ccaf@us.af.mil so we can apply UGT5000/UGT7000 (if applicable). This change was supposed to be automatic, but in a few cases we need to manually apply this credit.

**No one at CCAF ever answers the phone!**

CCAF Staff are currently teleworking due to COVID-19, so the best way to contact us is via the following methods:

- Transcript/diploma/credit inquiries: registrar.ccaf@us.af.mil
- AFCOOL: Use AFVEC messaging system
- Credentials: Create a ticket @ https://www.auservicedesk.af.edu
- Guard, Reserve, Retirees, Wounded Warriors & ESOs/BETMS: ccaf.edservices@us.af.mil
- CCAF Affiliate School Instructors: ccaf.fac@us.af.mil
- Media, Distance Learning, Website: ccaf.decm@us.af.mil
- CCAF Facebook page: https://www.facebook.com/CCAFDECM
- AF COOL Facebook page: https://www.facebook.com/USAF.AFCOOL
Ending 30 September 2020...
Total Number of registered students: 271,230
Total Number of graduates: 464,900
Total Number of degrees awarded: 572,319
Wounded Warrior Graduates: 13
Student records maintained: 3,089,998

Certifications issued:
Occupational Instructor Certification (OIC): 17,367 (Program Phased to CIC 1 Jan 11)
CCAF Instructor Certification (CIC) - Level 1: 11,642
CCAF Instructor Certification (CIC) - Level 2: 7,782
CCAF Instructor Certification (CIC) - Level 3: 1,449
Instructional System Development (ISD) Certification: 731
Professional Manager Certification (PMC): 30,904
AF Airframe and Powerplant (A&P) Certification: 1,429 enrolled with 1,089 graduates

Campus Affiliations
Number of worldwide off-campus instructional sites: 249
Number of CCAF faculty: 6,920

AU-ABC Program
87 schools and 315 four-year degree programs
177,819 total students have enrolled in 294,170 courses to date

GEM Program
119 schools offering 2,177 courses
122,801 total students have enrolled in 143,683 courses to date
(Continued from page 16)

<table>
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<th>Year</th>
<th># Transcripts</th>
<th>Year</th>
<th># Transcripts</th>
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<td>123,803</td>
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<td>2016</td>
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<td>2019</td>
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<tr>
<td>2011</td>
<td>136,611</td>
<td>2020</td>
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Total number of transcripts issued in 2019: 103,617

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<th>Degrees Awarded</th>
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<td>April</td>
<td>October</td>
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<td>6,845</td>
<td>7,502</td>
<td>14,347</td>
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<td>8,393</td>
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<td>2011</td>
<td>8,914</td>
<td>9,580</td>
<td>18,494</td>
</tr>
</tbody>
</table>

*indicates largest April  *indicates largest October  *indicates largest year

Websites for Additional Information

CCAF Public Website: http://www.airuniversity.af.mil/Barnes/CCAF/
CCAF Portal Website: https://www.my.af.mil/USAF/site/AETC/AETC_AU/BARNES_CTR/CCAF
AFCOOL Page: https://afvec.langley.af.mil/afvec/Public/COOL
AFCOOL Facebook Page: https://www.facebook.com/USAF.AFCOOL

(Data as of 30 September 2020 -- supersedes data distributed Apr—Jun 2020 UPDATE.)

For questions or comments, send an email to: ccafeisurveys@us.af.mil
“I am an American Airman, I am a warrior, I have answered my nation’s call.”
These words were part of the ones recently spoken by various members from Maxwell AFB during the videotaping of a new Air Force video in commemoration of the Air Force’s 73rd birthday. Two members from CCAF, Lt Col Melanie Presuto and Mr. Benny Seawright, participated in the video that was put together by Mr. Mike Hasenauer and others at Air University Television for AF-wide distribution. The video can be viewed at the following link:

https://www.dvidshub.net/video/766565/air-force-73rd-birthday-video

Lt Col Melanie Presuto and Mr. Benny Seawright (circled) were two participants in the Air Force’s 73rd birthday video.

“…leaving your customers with a positive interaction can make a big difference.”
CCAF Completes First Virtual Affiliate School Liaison Course

MSgt Thomas Baker, Affiliate Schools Manager

The CCAF Campus Affiliations flight accomplished its first virtual Affiliated School Liaison (ASL) Course on 17-18 Sep 20, graduating 20 students. This course was the first of its type, and helped serve as a “proof of concept” for future classes. The training was administered through Microsoft Teams, with representatives from Sheppard AFB, Joint Base McGuire-Dix-Lakehurst, and Kadena AB in attendance. ASL training covers 15 objectives focusing on equipping new ASLs with the tools to better administer the CCAF program at their locations. Upon completion of the course, attendees provided feedback on how to improve the course, which will be implemented in future sessions. Additional courses will be offered:

19-20 Oct 20
17-18 Nov 20
1-2 Dec 20.

The link to register for the courses will be sent to unit POCs.
Ms. Pat McCormick joined the Community College of the Air Force (CCAF) staff in June 2020 as an Education Specialist in the Curriculum and Training Flight. She provides educational advisement and counseling, quality assurance, degree program development, and curricular research in support of the Academic Programs Division.

Ms. McCormick began her Air Force career in 1981 when she left her hometown of Prattville, Alabama to attend the Air Force Basic Military Training School. She spent the next 11 years as a Personnel Specialist at various bases to include RAF Upper Heyford, United Kingdom; Wright Patterson Base, Ohio and Mountain Home AFB, Idaho.

After separating from the Air Force, she moved to Knoxville, Tennessee and worked in crisis counseling and vocational rehabilitation counseling. In 1997, after returning to her hometown she began her educational career as Director, Education Services and then in 2000 as Dean of Student Affairs at South University in Montgomery, Alabama.

In 2017, Ms. McCormick began her Air Force civil service career at Air University, Maxwell AFB, AL. She was hired as an Education Specialist in the Air University Registrar office working with officer PME.

**EDUCATION**

1981 Basic Military Training School, Lackland AFB, Texas
1981 Personnel Specialist Technical School, Keesler AFB, Mississippi
1984 Bachelor of Science Degree in Social Psychology, Park College-Wright Patterson AFB, Ohio
1986 Noncommissioned Officer Leadership School, Mountain Home AFB, Idaho
1990 Associate in Applied Science Degree in Resource Management, Community College of the Air Force, Maxwell-Gunter AFB, Alabama
1992 Master of Education Degree in Community Counseling, College of Idaho, Caldwell, Idaho

**ASSIGNMENT**

1. 1981-1982 – Personnel Specialist, RAF Upper Heyford, UK
2. 1982-1985 – Personnel Specialist, Wright Patterson AFB, Ohio
5. 1994-1997 – Vocational Rehabilitation Counselor, Knoxville, Tennessee
6. 1997-2000 – Director, Education Services, Prattville, Alabama
7. 2000-2017 – Dean of Student Affairs, Montgomery, Alabama
8. 2017-2020 – Education Specialist, Maxwell AFB, Alabama
Ms. Yolanda P. Alston, who has been the Community College of the Air Force’s Director of Publications and History for the past 18 years, retired on 30 September 2020. Combining her total cumulative federal civilian service, Ms. Alston has faithfully served our Air Force for 36 years!

Ms. Alston, who was born in Waco, Texas and was an Air Force “brat,” received her Bachelor of Science Degree in Business Administration with a Concentration in Marketing from the University of Alabama in 1982 and her Master of Science Degree in Management from Troy State University Montgomery in 2000. She then worked as a Library Technician at the Maxwell AFB Air University Library from 1984-1989. After that, Ms. Alston became an Editorial Assistant at the Historical Research Agency from 1989-1991. Later, Ms. Alston was hired as a Writer-Editor for AFROTC at Maxwell AFB from 1991-2002. She later took the job as Writer-Editor with the Community College of the Air Force in 2002, where she has served for 18 years.

Ms. Yolanda Alston who last worked in CCAF’s Media and Distance Learning Flight gave 36 years of dedicated and faithful service to our nation. We sincerely appreciate the fine work Ms. Alston has performed during her long tenure of service and wish her the best as she begins the next chapter of her life.