

Personnel

THE AIR MOBILITY COMMAND EDUCATION SERVICES PROGRAM

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SUMMARY OF REVISIONS

This revision 3.4.1.4: changes “authorize 90 percent tuition assistance” to “authorize 100 percent tuition (training funds)”; 12: adds “AMC Command Training Requirement for Community College of the Air Force (CCAF) Instructors:” A ★ denotes revision from the last issue.

1. Program Purpose:

1.1. This program provides Air Mobility Command (AMC) personnel with educational opportunities to develop the background essential to accomplish the complex tasks associated with the management and utilization of modern, sophisticated weapons systems and to enhance readiness, recruitment, and personal development. The program is open to active-duty military personnel, DoD civilians, AFRES personnel, ANG personnel, adult family members of military personnel, military retirees, and community civilians.

2. Responsibilities:

2.1. AMC commanders program for Education Services activities which includes planning for funds, personnel authorizations (military and civilian), administrative and instructional facilities, and materials and supplies to carry out the program. Support for professional development opportunities are provided for both military and civilian education services staff members. This includes continuing professional education and participation in the conferences and other meetings of professional organizations at the national, regional, and local levels.

2.2. AMC commanders enter into written agreements with academic institutions to provide, within the limits of funds available, classroom, laboratory, and shop facilities adequate to ensure that educational institutions can successfully provide education services to AMC personnel. In cooperation with the Air Force library system and the contributions of the institutions, reference and research facilities should be provided according to the needs of the institutional programs which serve the base.

2.3. As required by DoDD 1322.8, *Voluntary Education Programs for Military Personnel*, educational assistance will be rendered to other service military personnel assigned to or supported by the installation and covered by a host-tenant agreement. Common services, such as the Extension Course Institute (ECI), TA, administrative arrangements for VA/Veterans Educational Assistance Program (VEAP) benefits, and educational advisement must be covered.

2.4. A professional guidance counselor must counsel each eligible applicant, when feasible and practical, before enrollment in any activity conducted by or administered through the education services program. Counseling/advisement services must include a review of the individual's educational background, military training experiences, educational needs, and the opportunities locally available to achieve individual and Air Force goals. Within 60 days after arrival at each subsequent duty station, each interested officer and airman will be provided counseling on the educational opportunities available on or near the installation. These initial counseling sessions ensure that all newly assigned members are aware of the programs available to them and that newly arrived commanders and supervisors are aware of the educational resources available to their personnel.

2.5. The needs assessment process is the foundation for establishing relevant education programs and is the basis of educational planning. An assessment of the educational needs of the installation will include the needs of organizational commanders, professional development requirements, and individual personal needs in determining if on-base program offerings, to include the delivery format/system, provide needed programs. A needs assessment will be accomplished every 3 years or when there is a major population change.

2.5.1. An educational plan based on an assessment of the needs of the base and its population will be developed as prescribed by the AMC template not later than 1 July 1997 and every subsequent third year thereafter. An abstract of the needs assessment will be part of the education plan. The plan will outline the major components of the local education services program and will indicate the institutional resources associated with each aspect of the plan (basic skills, associate, baccalaureate, graduate degrees, etc.). The plan will show the objectives of the base program and planned means to meet these objectives. Such planning must consider tenants and GSUs associated with the base.

2.5.2. Specific attention will be given to the adequacy of program coverage for off-base, shift-work, and aircrew personnel to ensure that they have educational opportunities parallel to those provided for all other personnel.

3. **AF Program Objectives and AMC Standards:**

3.1. **AF Objective.** The education services officer (ESO) ensures the program provides educational opportunities from high school through graduate level that support the AF mission and individual professional growth and development.

3.1.1. **AMC Standard.** Each AMC base should:

3.1.1.1. Have an agreement with an academic institution to provide skills development in English, reading, and mathematics.

3.1.1.2. Have at least five academic specialties available on base or within commuting distance of the base at each of the following levels: technical/occupational certificate, associate degree, baccalaureate, and graduate level.

3.1.1.3. Establish benchmarks and goals so that the percent of the enlisted force participating in an educational program increases each year.

3.1.1.4. Establish benchmarks and goals so that the percentage of line officers holding a masters degree or higher increases by at least 2 percent per year.

3.1.1.5. Promote the use of degree completion programs that employ distance learning technology.

3.2. **AF Objective.** The ESO provides career development assistance to individuals from the time they enter active duty until the time they separate or retire.

3.2.1. **AMC Standard.** Each AMC base will:

3.2.1.1. Assist supervisors, training managers, and commanders to identify and help individuals who have developmental skill problems.

3.2.1.2. Counsel all non-high school graduates within 60 days of arrival on base and encourage participation in a high school program.

3.2.1.3. Provide counseling on the educational opportunities available on or near the installation to each interested officer and airman within 60 days of arrival on base.

3.2.1.4. Promote commanders' involvement in the Leaders Encouraging Airmen Development program so that there are at least two qualified applicants from each base for the Air Force Academy Preparatory School and the Reserve Officer Training Corps annually.

3.3. **AF Objective.** Education office personnel must encourage people to enroll in classes at various points in their Air Force career.

3.3.1. **AMC Standard.** Each AMC base will:

3.3.1.1. Extract a roster from the personnel data system of all enlisted personnel who have less than an associate's degree and who have reached the advanced standing level with CCAF. Annually, the ESO will contact and encourage each student to take Defense Activity for Non-Traditional Education Support (DANTES) and/or College Level Examination Program (CLEP) tests and/or enroll in courses to complete the Community College of the Air Force (CCAF) degree.

3.3.1.2. Extract a roster of all enlisted personnel with a highest education level code "J, Completed 90 or more semester hours." The ESO will contact and encourage them to enroll in classes if they have not participated within the last 12 months.

3.3.1.3. Obtain a copy of the annual officer promotion list to grades captain, major, and lieutenant colonel. Each individual who has not completed or is not currently participating in a graduate program will be contacted and encouraged to enroll in a graduate program.

3.3.1.4. All counseling will emphasize the importance of degree completion.

3.4. **AF Objective.** The instructors teaching core courses in the CCAF system must hold an associate's degree or higher within 12 months of assignment to an instructor position.

3.4.1. **AMC Standard.** Each AMC base will:

3.4.1.1. Identify all instructors who will be teaching CCAF core courses and have not completed the required degree.

3.4.1.2. Schedule each instructor to take the applicable CLEP General Examinations.

3.4.1.3. Monitor each instructor's progress toward degree completion.

★3.4.1.4. Authorize 100 percent tuition (training funds) for degree applicable courses for CCAF instructors as specified in paragraph 12.

3.5. **AF Objective.** The ESO will make on-base testing opportunities available in support of educational and career developmental requirements of Air Force members.

3.5.1. **AMC Standard.** Each AMC base will:

3.5.1.1. Make arrangements with an on-base college or university for diagnostic and placement tests for students enrolling in English and mathematics courses for the first time.

3.5.1.2. Use the DANTES statistical data provided by HQ AMC/DPPE to establish a benchmark and develop goals for the testing program

4. Program Resources:

4.1. The use of a Non-Personal Services Contract (NPSC) testing specialist is authorized on all AMC bases.

4.1.1. A testing specialist unit of requirement will be the administration and supervision of a minimum of five tests. Individual units will be called for on the basis of five appointments for testing. Each part of the following categories of tests administered to military and civilian employees qualify for inclusion in the five test minimum: all tests procured through DANTES, ECI tests, all college admissions tests, college make-up tests, any test required by the Air Force if not normally administered through the local military test control officer, and tests used in the local advisement program.

4.1.2. Testing specialists must meet the minimum academic qualifications as a test examiner specified in the DANTES Examination Program Handbook.

4.2. The use of NPSC education advisors at AMC bases requires the written approval of the Chief, Education and Training Branch, HQ AMC/DPPE, 100 Heritage Drive, Room 102, Scott AFB IL 62225-5002. Request for waiver must fully justify the need for staff augmentation. Normally, when all authorized counselors are assigned, a waiver will not be granted.

4.2.1. When a waiver is granted, education advisors must meet the same minimum qualification standards as regular Air Force education guidance counselors.

4.2.2. An advisor's unit of requirement will be to conduct a minimum of five counseling or advisement sessions with airmen or officers. Individual units will be called for on the basis of appointment for these sessions.

4.3. NPSCs will not exceed \$9,000 per year.

5. Tuition Assistance (TA):

5.1. AF Form 616, **Fund Cite Authorization**, and approved AF Form 1227, **Authority for Tuition Assistance - Education Services Program**, must be processed according to Defense Finance and Accounting Service (DFAS-DE) operating location instructions. AFI 36-2306 (*The Education Services Program*), paragraph 5.6, contains tuition processes. A cost-effectiveness determination must be made for each individual course when providing TA. To ensure consistency, the education officer will provide written guidance for application of cost effectiveness for use by the office staff. Any questions concerning cost effectiveness that cannot be determined at base level will be forwarded to HQ AMC/DPPE for final determination.

5.2. Courses requested by the commander to remedy deficiencies that are conducted on-duty and using expense element investment code (EEIC) 553 funding are eligible for 100 percent TA. Prior to approving 100 percent TA for any developmental course, ESOs will apply cost effective measures utilizing low- or no-cost local community and installation courses.

5.2.1 The more typical developmental courses are mathematics or English required by the institution as a result of placement exams. These courses are conducted off duty and funded at 75 percent.

5.3. TA for credit by examination may be provided to registered, matriculated students for the purpose of earning credit by examination. The institution must count credit established by examination as applicable toward its own degree in the curriculum being followed by the student. The student must understand that he or she is required to refund the Air Force for the TA if he or she fails to make a qualifying grade or fails to take the exam for credit.

5.4. Pell Grants may be used in conjunction with TA including their use to pay that portion of tuition costs not covered by TA. However, TA shall not be paid in any amount which constitutes duplication of payment from other federal sources. It is the responsibility of the institutions to consider TA when determining the amount of the Pell Grant. It is the responsibility of the student to provide a copy of the AF Form 1227 to the institution to assist in the determination.

5.5. DANTE'S Independent Study Application Form is completed after course/program eligibility is established and prior to enrollment. Three copies are given to the student who forwards the original and one copy to the school. In order to receive TA, the student must present evidence of successful course completion, evidence of payment, and a copy of the DANTE'S Form 1562/31, **DANTE'S Distance Learning Enrollment Form**, which was completed prior to enrollment. A copy of the DANTE'S Form 1562/31 will be maintained in the AF Form 186, **Individual Record-Education Services Program**, file.

5.6. TA for special degree programs offered by accredited schools must meet provisions of AFI 36-2306, paragraphs 5.4 and 5.5. A special degree program is one which does not follow traditional or conventional curricular organization and may involve one or more of the following: independent or tutorial study (not correspondence courses); curriculum outlined in terms other than semester or quarter hours; use of comprehensive examinations rather than exams for specific courses; short resident seminars, video telecourses using videotapes in base facilities, base closed-circuit TV channels, over public broadcasting stations, or by microwave/satellite linkage. Independent study courses are distinguished from correspondence courses by having set opening and closing dates for the study. TA for independent study classes is processed prior to class start date.

5.7. All officers who receive TA incur a 2-year Active Duty Service Commitment (ADSC) effective upon course completion. Course completion for an "Incomplete" is determined to be the date the course is actually completed as verified by the institution. Officers who do not have the retainability to serve the 2-year ADSC must obtain the retainability prior to approval of the AF Form 1227. (See AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*, for SPTCs and AFI 36-3207, *Separating Commissioned Officers*, for withdrawal of DOS.) Authorized education services personnel provide the ADSC counseling and prepare the AF Form 63, **Officer Active Duty Service Commitment (ADSC) Counseling Statement**, before signing the AF Form 1227. Copy three of the AF Form 63 will be given to the officer after all signatures have been obtained. The ESO retains the AF Forms 63 and 1227 until the close of the term. Upon completion of the course or courses, the ESO will forward the original copy of the AF Form 63 to HQ AFPC/DPSRI, Randolph AFB TX 78150-6001, for inclusion in the Master Personnel Record. APDS will automatically update the ADSC when a grade has been entered in the course occurrence and when 30 days have elapsed from the course completion date. When it is necessary to correct an ADSC date, the ESO will send a letter to HQ AFPC/DPAIP, 550 C Street, Suite 01, Randolph AFB TX 78150-6001, for line officers and chaplains; HQ USAF/JAX, 1420 Air Force Pentagon, Washington DC 20330-1420, for judge advocates; or HQ AFPC/DPAMF, 550 C Street, Suite 01, Randolph AFB TX 78150-6001, for medical officers. The letter will contain the reason for the correction and be signed by the ESO.

5.8. In return for TA, the student assumes an obligation to satisfactorily complete the course(s) (unless prevented by reasons beyond his/her own control) and to promptly notify the ESO when withdrawing from the course(s). The student should understand the requirements for reimbursement on noncompletion, withdrawals, and unsatisfactory grades at the time of enrollment. Within 60 calendar days after the end of the course or term, the ESO identifies each individual who withdrew or received a grade of "F" or equivalent and initiates reimbursement action. (The ESO must obtain grade reports from institutions, identify the individuals requiring reimbursement actions, and initiate collection action within 60 calendar days. In the event the 60 calendar day suspense is not met, the ESO is not relieved of collecting, nor the recipient of paying refunds due.) Reimbursement action is required for all "F"

grades for technical/occupational and undergraduate study. At the graduate-level, all "D" and "F" grades require reimbursement action. AF Form 118, **Refund of TA-Education Services Program**, will be used for all withdrawals or noncompletions except for individuals who elect to voluntarily reimburse by cash payment. Authorized education services staff personnel will initiate AF Form 118. The student will complete the appropriate section, obtain commander or supervisor certification, and return the form to the education services center for final determination by the ESO.

5.8.1. TA refunds must be processed according to DFAS-DE instructions. DFAS-DE processes the collection as a refund to the appropriation which was originally charged. All refunds must be recorded on the individual's AF Form 186 and updated to the member's automated education record in APDS. DFAS-DE forwards an information copy of the refund source document to the ESO who maintains this documentation in the education services center files.

5.8.1.1. If the student elects to voluntarily reimburse by cash payment, authorized education services staff personnel prepare DD Form 1131, **Cash Collection Voucher**, and refer the indebted individual to the DFAS-DE for collection of the amount in cash. DD Form 139, **Pay Adjustment Authorization**, also is forwarded to DFAS-DE for payroll deduction.

5.8.1.2. If the student elects to reimburse by lump sum or monthly deduction, he/she must complete AF Form 118. Authorized education services personnel complete the appropriate section of AF Form 118, attach a copy of the AF Form 1227, and forward both forms to the DFAS-DE for action.

5.8.1.3. When an individual is given 30 days to respond to the AF Form 118 and no reply is received by the education center, then action will be taken by the ESO to initiate involuntary payroll deduction. The ESO will prepare a cover letter or DD Form 139, attach a copy of AF Form 118 and AF Form 1227, and forward to the DFAS-DE for collection action. Individuals refunding through payroll or lump sum are authorized additional TA during the collection period.

5.8.1.4. Cash or payroll deduction collection must be used for the following situations:

5.8.1.4.1. When grades of "Incomplete" are given, immediate refund is deferred for a period of 6 months after the end of the course to change the "Incomplete" to an acceptable grade or that period of time prescribed by the school, whichever is less. Collection procedures are initiated within 10 workdays after expiration of applicable time period, using AF Form 118. In the event that PCS orders are issued to individuals having outstanding TA repayment actions, the ESO must contact the individual in an attempt to obtain repayment. If this procedure does not prove successful, the ESO then takes action according to paragraph 5.8.1.3. The gaining ESO will request DFAS-DE reimburse an individual who has repaid tuition because of PCS orders if the person has changed the "Incomplete" to an acceptable grade within 6 months after the end of the course. The member is responsible for submitting a request and proof of grade to the gaining ESO. The ESO attaches this documentation to SF Form 1049, **Public Voucher for Refunds**, and submits it to the DFAS-DE for refund to the member.

5.8.1.4.2. In those instances where multiple enrollments are permitted at a mixed minimum tuition cost, TA applies to all courses attempted. In cases of withdrawal for nonacceptable reasons, the ESO must prorate the amount of refund due on a credit hour basis prior to notifying DFAS-DE.

5.8.2. If the student elects to request a waiver, he/she must complete AF Form 118, section IV, attach official documentation, and obtain the supervisor's certification. The base ESO determines whether refund may be waived, completes section V, and notifies the student. Waivers may be granted only when it can be clearly shown that noncompletion was due to an acceptable reason. Documentation (orders or letters) must be attached to the AF Form 118. Acceptable reasons are limited to:

5.8.2.1. Permanent change of station (PCS) occurring before class ending date.

5.8.2.2. Temporary duty (TDY) of length to preclude completion. (Permissive TDY is not an acceptable reason.)

5.8.2.3. Emergency leave of length to preclude completion.

5.8.2.4. Hospitalization of length to preclude completion.

5.8.2.5. Change of military duties arising after enrollment precluding completion. Supervisors must provide a detailed explanation, in writing, to the ESO. On-the-job training (OJT) is not considered a change of military duties.

5.8.2.6. Family health problems arising after enrollment precluding completion.

5.8.2.7. Approved voluntary separations (for example, PALACE CHASE, early separation programs as announced by HQ USAF, early separation due to hardship, early separation to attend a recognized institution of higher education or vocational technical school).

5.8.3. Personnel being discharged under AFI 36-3208, *Administrative Separation of Airmen*, for reasons within their control, will be required to reimburse TA. A determination of the conditions of the discharge may have to be made by the unit commander or Staff Judge Advocate if the ESO does not have knowledge of the actual reason for discharge.

5.8.4. Waiver actions must be recorded on the individual's AF Form 186 and updated to the member's automated education record.

5.8.5. All eligible personnel will be counseled on the following policies:

5.8.5.1. The ESO may use professional judgment to limit the number of courses an individual may take under TA. For example, if in the professional judgment of the ESO, the student's previous academic history does not support multiple TA enrollments in a given term or semester, the ESO may limit the number of enrollments per semester or term. The ESO also has the authority to deny TA for a specific course if, in his/her professional judgment, the student is not academically prepared to satisfactorily complete the course.

5.8.5.2. The ESO retains the authority to suspend TA when students repeatedly receive grades of "F" or repeatedly withdraw from courses for reasons within their control. TA may be withheld until the student, at his/her own expense, demonstrates an ability to maintain satisfactory participation.

5.8.6. After normal or late registration is over, ESOs may approve waivers provided the student submits the request for TA prior to the completion of the course. Requests for waiver after the school term has completed (retroactive payment) may be approved by the ESO provided the waiver does not extend beyond the current fiscal year. Requests for TA beyond the fiscal year must be submitted to HQ AMC/DPPE. That request for waiver must include full justification and contain a statement that local funds are available to pay for the course(s).

5.8.7. Some technical/occupational programs extend for considerable periods of time. TA may not be provided for more than 18 weeks. If an individual course is more than 18 weeks long, TA is not authorized. If the school requires the student to contract for a complete program, this point should be clearly explained to the student.

6. Veterans Affairs (VA) Education Program:

6.1. Education services staff members will provide counseling and information about TA and VA benefits. They will encourage the service member to make cost comparisons and to make informed decisions about funding sources that best fulfill his or her own plans and academic/vocational goals.

7. Program Management:

7.1. If acceptable to the academic institution and installation commander, the ESO may authorize the self-paying enrollment and attendance of members of the local civilian community when such participation will be an asset to community relations. This may be especially applicable at bases where Air Force-sponsored programs are the only continuing education facilities in the locality. Care must be taken to ensure that the program opportunities in on-base programs are designed and procured to facilitate the educational development of active duty personnel.

7.2. The following criteria apply to all on-base programs sponsored by education services activities, whether funded through TA; VA benefits; other federal, state, and local sources; or by the individual.

7.2.1. Curriculum and program development are based on the current educational needs of the installation as determined by the ESO through installation needs assessments. Overall Air Force objectives for educational opportunities and objectives established by HQ AMC are also to be considered in the determination of needs.

7.2.2. All on-base institutional programs must meet the minimum criteria contained in DoDI 1322.25, enclosure 5. When an institution is invited to consider the establishment of an on-base program, it must be provided adequate information upon which it can evaluate the invitation. The invitation provided to each institution solicited will cover the information shown in DoDI 1322.25, enclosure 4.

7.2.3. Cost may not be the sole criterion for selecting an institution; however, provided other criteria are met, cost may be a determining factor. Other factors to be evaluated are included in the criteria for proposals. Financial information, through a projected budget, should be required as part of the negotiations for institutional charges and support.

7.2.4. Institutional proposals provide the basis for negotiations for the actual establishment of programs. When proposals meeting the criteria outlined above have been received, the ESO initiates a request for authorization to negotiate with one or more institutions (see figure 1 for the format). The request is sent to HQ AMC/DPPE for approval. An authorization to negotiate does not obligate the base to establish the program, since the final decision on program source must follow the negotiation authorization. The requirement for approval of negotiation applies to all institutional programs conducted on base, whether it involves a full degree or only one course.

7.2.5. The decision concerning which programs will be conducted on base are primary responsibilities of the Mission Support Squadron Commander and ESO.

7.2.6. All on-base programs conducted in the United States must be governed by a standard AF Memorandum of Understanding (MOU). Since these agreements must involve legal decisions and all involve the use of Air Force facilities, the local staff judge advocate and the local space allocation committee (at least its chairperson) must be involved in the coordination of MOUs. The period of the MOU must be no less than 3 years and no more than 5 years. The ESO must review the MOU annually and provide HQ AMC/DPPE any changes that are made. Changes in tuition rates must be updated to the MOU. Written justification of the change must be retained by the ESO and tuition changes added to the MOU as an amendment agreed to by both parties. Coordinate with the local staff judge advocate when there are major MOU changes. Coordinate with the base space allocation committee if new programs are added or existing programs experience significant enrollment growth.

7.2.7. If the institution, organization, or commercial firm does not meet the normal criteria of eligibility (accredited and approved for VA/VEAP benefits), a waiver for authorization to negotiate will be submitted to HQ AMC/DPPE. The request for waiver must be justified in detail. "Pilot" experiments are not exempt.

7.2.7.1. Programs, courses, or seminars in any way related to, or in competition with on-base programs (described in MOUs for voluntary education programs) must be routed through the ESO and Mission Support Squadron Commander to HQ AMC/DPPE for final consideration.



Date

MEMORANDUM FOR HQ AMC/DPPE

FROM:

SUBJECT: Request for Authorization to Negotiate

1. In accordance with AFI 36-2306 request authorization to negotiate with the (institution) for the purpose of establishing an on-base program leading to the completion of the (degree) in (major).
2. This program is needed because (justification).
3. A needs assessment survey was conducted on (date) and will fully support the above program(s). The needs assessment abstract is attached.
4. Institutional proposal and catalog are attached.

C.D. LIGHT
Chief, Education and Training Flight

Attachments:

1. Institutional Catalog
2. Institutional Proposal w/Atch
3. Outline of Degree Plan

Figure 1. Sample Letter of Request for Authorization to Negotiate.

7.2.9.1. To modify a program with an on-base institution, the ESO must submit a request for modification to HQ AMC/DPPE. If approved, the MOU must include the modification. Program modification is defined as the addition of fewer than 18 semester hours (or equivalent quarter hours) to an existing undergraduate or graduate degree program or fewer than 12 semester hours (or equivalent quarter hours) to an existing community or junior college degree program.

7.2.9.2. When the additional credit hours exceed the above limits, the change will constitute a new program requirement, and the procedures contained in this instruction will be followed to secure approval of the new program.

7.2.10. Requests to replace or disestablish a program must be approved by HQ AMC/DPPE.

7.2.10.1. All documentation regarding negotiations with institutions, adding base programs or changing servicing institutions must be retained in office files (AFI 37-138, *Records Disposition--Procedures and Responsibilities*).

8. Semiannual Reports:

8.1. The semiannual report (AF Form 1007, (RCS: HAF-DPP(SA)7106) **Education Services Program Report**) will be accomplished on an Excel spreadsheet file provided by HQ AMC/DPPE. The completed file and attachments are due at HQ AMC/DPPE by 15 April and 15 October.

8.1.1. Items of particular interest on the AF Form 1007 are degrees awarded (page 2), accurate VA enrollments (page 4), and distance learning classroom enrollments (for military enrollments, use "Service Related" group study blocks on page 1, and for civilian enrollments, use the "Group Study" columns on page 2).

8.1.2. Send a clear copy of the Microbase/RC Manager Report (annotated with changes if necessary) with the AF Form 1007.

8.2. The AF Form 1008, (RCS: HAF-DPP(SA)7106) **Annual Reporting of Education Services Provided by Civilian Schools**, will be accomplished on an Excel spreadsheet file provided by HQ AMC/DPPE and is also due at HQ AMC/DPPE by 15 October.

8.2.1. Attachments submitted with the end-of-September reports include: (1) the unduplicated count of TA users from the automated education record within PC-III, (2) copies of any quality reviews, and (3) the Air War College (AWC)/Air Command and Staff College (ACSC)/Commissioning program report.

8.2.2. Review the AMC semiannual report suspense letter, AMC 1007/1008 Guide, and HQ USAF/DPPE 1008 instructions as a final quality control step before submitting reports to HQ AMC/DPPE.

8.3. Create and maintain a continuity book with HQ USAF/DPPE and HQ AMC/DPPE semiannual report instructions to ensure accurate and timely submission of the reports.

8.4. The AF Form 1007 will be transmitted with a cover letter signed by the ESO who is responsible for the accuracy of the report.

9. Defense Activity for Nontraditional Education Support (DANTES): (The reporting requirements in this paragraph are exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*)

9.1. The DANTES testing program is a key component of the education program. The DANTES Examination Program Handbook (DEPH) provides all the essential administrative policies and procedures to manage the program.

9.1.1. The testing program must be handled by the most qualified and competent individuals in the education center because of the criticality of test security. The installation ESO will be appointed as the primary Test Control Officer (TCO) at all AMC bases. The ESO (acting as the Mission Support Squadron Commander's representative) will contact HQ AMC/DPPE when appointing new TCOs/Alternate Test Control Officers (ATCOs) in order to coordinate the appointments and request the DANTES Testing Personnel Examination. The Support Group Commander will approve all TCO/ATCO appointments to DANTES and provide a copy of the appointment(s) to HQ AMC/DPPE.

9.1.2. The testing examiner must conduct daily inventories when DANTES testing materials designated CONTROLLED ITEMS are accessed (the daily inventory is not required if the safe has not been opened or is opened only to store new materials). The TCO/ATCO must conduct a weekly inventory and make the appropriate entry on the inventory listing. The TCO/ATCO will forward a copy of the quarterly DANTES inventory to HQ AMC/DPPE not later than 15 Jan, 15 Apr, 15 Jul, and 15 Oct.

9.1.3. The annual DANTES test center inspection will be conducted by a disinterested officer who should not be assigned within the Mission Support Squadron. The commander who approved the TCO appointment should be the one to identify the disinterested officer. TCOs will ensure that the DANTES Annual Testing Facilities Review is conducted by 31 Jul and the original copy of the DANTES Form 1560/11, **DANTES Annual Testing Facilities Review**, is forwarded to DANTES (Code 123) with an information copy to HQ AMC/DPPE by 15 August.

9.1.4. The TCO will develop standard operating procedures to cover the proper methods to receive and store DANTES tests in the absence of the TCO/ATCO and test examiner. Each staff member will be trained on the proper procedures.

9.1.5. When a TCO suspects a loss or compromise: stop all testing on the jeopardized test(s), separate the lost or compromised test and answer sheets from other tests in the safe, ensure the tests and answer sheets are not removed from the safe, and immediately report the possible loss to HQ AMC/DPPE with an information copy to DANTES, Code 20B. Follow the DEPH guidelines for a sample of the notification letter, appropriate investigation procedures, and timelines.

10. Operation Bootstrap:

10.1. In accordance with AFI 36-2306, paragraph 10, unit commanders may approve or disapprove an Operation Bootstrap TDY application.

10.1.1. Any application containing a request for waiver of any provision of this chapter or AFI 36-2306 in which the base recommends approval must be forwarded to HQ AMC/DPPE for final decision. In all cases, the approval/disapproval must be based on whether arrangements can be made to cover the applicant's duty requirements during the TDY without endangering the mission performance of the organization.

10.1.2. Failing selection for promotion (see AFI 36-2110, *Assignments*) disqualifies an officer from participating in the Operation Bootstrap program.

10.2. The individual types information in sections I, II, and III of AF Form 204, **Permissive TDY Request-Operation Bootstrap**, obtains required attachments, and submits the package to the local ESO in an original and three copies. The school letter must:

10.2.1. Be signed by a campus registrar (or equal official) of a college or university which meets the criteria of AFI 36-2306, paragraph 5.5.

10.2.2. Specify the date and degree to be awarded and major and minor fields of study.

10.2.3. Specify the exact opening and closing dates of each term involved. (The period of study consists of all the time between the beginning and ending term dates and includes weekends, academic holidays, and breaks during term).

10.2.4. List the courses to be completed during the TDY. This listing must indicate which of the courses are specifically required for completion of major and minor requirements and which are electives needed to meet resident or other institutional requirements. There must also be an assurance that the institution will offer alternate courses which will satisfy the curricular requirements during the period of the TDY.

10.2.5. Indicate the minimum institutional full-time course load in credit hours for each period of TDY study.

10.2.6. Indicate the minimum institutional residency requirements in time and/or credit hours, as appropriate.

10.3. The ESO or an authorized staff member must personally discuss the proposed TDY (including requests for waiver) with the applicant, make an academic evaluation, and forward the application to the applicant's unit commander.

10.3.1. The applicant's unit commander evaluates the application and approves or disapproves the application. The commander returns the AF Form 204 to the ESO for processing.

10.3.2. Terminal TDY is designed for degree completion. At the graduate level, it does not necessarily mean completion of the degree if thesis or dissertation requirements apply. Bootstrap TDY is not normally authorized for completion of thesis and dissertations. TDYs for this purpose may be considered by HQ AMC/DPPE only when a request for exception is recommended by the base.

10.4. Nonterminal TDY may be approved for individuals who have completed as much work as possible through part-time off-duty study. Each course must be applicable to one or more of the following criteria:

10.4.1. To permit an officer to meet specific academic prerequisites if otherwise eligible for admission to an Air Force Institute of Technology (AFIT) sponsored program. An AFIT letter stating specific academic courses needed to meet prerequisites must be attached to the request for nonterminal TDY.

10.4.2. To permit participation in short resident seminars when such residence periods are authorized as integral parts of special degree programs.

10.4.3. To permit airmen to attain eligibility for the Airman Education and Commissioning Program (AECPP) when specifically recommended by AFIT/RR. Approval of TDY does not obligate the Air Force to select the airman for AECPP. Airmen interested in establishing eligibility for nonterminal TDY under this paragraph must forward the following information and materials, through the local ESO, to AFIT/RR:

10.4.3.1. A statement of the academic area of study desired, titles and course numbers of the proposed courses, and the name of the educational institution to be attended. Proposed study plans may be submitted to more than one college or university if the applicant so desires. Acceptability of proposed programs and any necessary supplementary or subsequent guidance will be provided to individual applicants through the servicing installation ESO.

10.4.3.2. Two copies (one official) of high school transcript(s). If high school level was achieved by General Educational Development (GED), an official report should be included.

10.4.3.3. Two copies (one official) of transcript from each college attended.

10.4.3.4. A completion certificate on each correspondence course, end-of-course, or subject examination.

10.4.3.5. Report of Individual Personnel (RIP).

10.4.3.6. College-level test results (DANTES) of the college-level GED battery or CLEP battery.

10.4.3.7. Air Force Officer Qualifying Test (AFOQT) scores (must meet minimum requirements).

10.4.3.8. Applications under this paragraph may not be submitted until the individual has received a specific program approval from AFIT/RR. Approval by AFIT may be limited to programs of study which prepare the individual for AECF fields in which there is a shortage of candidates (primarily the scientific and engineering fields). If approved, AFIT will retain all documents and issue a letter of eligibility on a contingency basis, pending receipt of an official transcript with courses completed during the TDY. The formal application may contain a statement from the school listing courses and grades with the official transcript to follow within 45 calendar days.

10.4.4. Nonterminal TDY may be approved to complete certain certificates and/or degree programs below the baccalaureate level, which have clear application to Air Force needs. The following criteria may be applied as basis for approval:

10.4.4.1. To complete the final course requirements for technical occupational associate certificates or degrees with accredited institutions in fields directly applicable to the individual's career field or current duty assignment. Program may be approved only if completion through off-duty is not feasible during the current duty assignment. The feasibility should consider factors such as the scope of evening course offerings and requirements for laboratory work which may not be available to the part-time student. The applicability and value of the program to the individual's duties must be established by the local unit and the ESO. The individual must have progressed as far as possible toward the certificate or degree through other aspects of the education services program (evening classes, establishing credit through DANTES testing, or evaluation of service schools).

10.4.4.2. To complete accredited practice or supervised teaching requirements for state certification when it is not practical to do so in an off-duty situation. If practice teaching is included in the program where the individual completes degree requirements, it should be considered a terminal TDY.

10.4.4.3. Nonterminal TDYs of 4 weeks or less may be approved by the unit commander according to AFI 36-3003, *Military Leave Program*. This type of TDY is not subject to the one TDY-per-year restriction.

10.4.4.3.1. The individual must be pursuing a special degree program which involves short period of full-time study and which does not follow traditional or conventional curricular modes.

10.4.4.3.2. Applications must be processed on AF Form 204. The individual completes sections I, II, and III; the ESO, section IV; and the unit commander, section VI. If approved, the ESO completes section VII; if disapproved, the application is returned to the individual. Attachments do not apply except for AF Form 186, which is adequate evidence of the academic record in considering such applications.

10.5. When the terminal or nonterminal TDY application has been approved it will be endorsed to the appropriate headquarters for publication of permissive TDY (or TDY en route PCS) orders, according to AFI 37-128, *Administrative Orders (PA)*, and/or AFI 65-103, *Temporary Duty Orders*.

10.5.1. The military personnel flight (MPF) is responsible for publication of Bootstrap terminal or nonterminal TDY orders.

10.5.2. In addition to MPF activities, two copies of the orders will be forwarded to the base ESO, HQ AMC/DPPE, and AFIT/CIEN, 2950 P Street, Wright-Patterson AFB OH 45433-7765 (for officers approved for 26 weeks (182 days or longer)).

10.5.3. The MPF uses the TDY order as a source document, updates the Assignment Availability Code (AAC), and completes other necessary personnel actions.

10.5.4. The entire period of TDY must be included in computing the individual's total incurred active duty service commitment (ADSC). The individual must take leave or return to duty during all term break(s). The leave, duty, and travel time must not be counted as part of the ADSC. Include a statement on the TDY orders clarifying how interim period(s) between term(s) will be covered. As used in this instruction, a break is a period of time between terms, quarters, or semesters. Accelerated summer terms or interim terms are not to be considered as a break.

10.5.5. The period of TDY includes authorized travel but does not include leave used in conjunction with the study or any periods between terms in which the individual returns to duty. The period of TDY may be exceeded if the individual elects and is authorized to use leave with the TDY.

10.6. To ensure that the individual understands his/her responsibilities and has complete information on the Bootstrap TDY, the education staff will counsel the individual on the following points:

10.6.1. Review of the final planned course of study. Officers, approved for 26 weeks or longer, are under AFIT's jurisdiction and must comply with their instructions.

10.6.2. The ESO must be informed by the individual of all final grades as soon as available. In the case of TDY en route to PCS, the student must report final grades to the ESO of the gaining installation (and AFIT/CIRS, if appropriate).

10.6.3. The ESO must be informed by the individual of any reason (personal health problems, emergency leave, etc.), which necessitates a short absence or withdrawal from the program of study.

10.6.4. The individual must conform to the standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 40-502, *The Weight Management Program*; otherwise, the individual's commander may request HQ AMC/DPPE's approval of cancellation of the TDY.

10.6.5. The individual must attend all scheduled classes. Nonattendance will be considered as Absent Without Leave (AWOL) and the individual will be subject to punishment under Article 15, Uniform Code of Military Justice (UCMJ).

10.6.6. Upon completion of the TDY, the individual must report to the ESO with evidence of completion of study.

10.7. The following actions must be taken to ensure adequate information on the status of the Bootstrap programs and correctness of individual records:

10.7.1. If grades reported by an individual are below those normally required for successful completion of the program of study, the ESO must request a statement from the institution on whether continuation is justified. The ESO informs HQ AMC/DPPE of any participant experiencing academic difficulties. HQ AMC/DPPE (with coordination of AFIT/CIRS, for officers approved over 26 weeks) determines whether cancellation of the TDY is appropriate and notifies the base ESO of the decision. The ESO then takes appropriate action, including notifying the individual's commander. The ESO is authorized to terminate Bootstrap TDY for those individuals who voluntarily withdraw. The ESO will notify HQ AMC/DPPE of all termination actions.

10.7.2. Education services staff personnel enter the new educational accomplishment into APDS for enlisted personnel and on the individual's AF Form 186.

10.7.3. The officer will be informed that he/she has an obligation to provide an official transcript reflecting the new degree to AFIT/RR.

11. Educational Deferment:

11.1. Each individual requesting deferment must do so by letter to the ESO. The letter must be signed by a responsible official of a college or university which meets the criteria of AFI 36-2306, paragraph 5.5. The letter must accompany the request and specify:

11.1.1. The degree to be awarded upon successful completion of curricular requirements with a statement of major and minor field of study.

11.1.2. Opening and closing dates of each term, courses to be completed each term, date degree will be awarded, and assurance that the institution will offer alternate courses which also will satisfy degree requirements during the period of study.

11.1.3. A request for deferment to permit completion of CCAF degrees requires a letter from the institution where the work will be completed. The letter must indicate opening and closing dates and courses to be completed each term. A statement must be included indicating courses to be offered during the deferment period. ESOs must forward this letter to CCAF/AY for return endorsement certifying successful completion will result in the award of an associate's degree. Requests to substitute approved courses must be accepted in writing by CCAF/AY, 130 W. Maxwell Blvd, Maxwell AFB AL 36112-6613, prior to any change.

11.1.4. For AFOSI personnel, the request for deferment must be forwarded to the appropriate district and detachment commanders for clearance.

11.1.5. The ESO evaluates request to determine feasibility. If reasonable, the request is endorsed to the MPF (relocation section) for processing according to AFI 36-2110.

11.1.6. The ESO monitors the academic progress of students during the period of the deferment. Procedures must be established to ensure that:

11.1.6.1. The student registers each term for required courses as specified in the school letter.

11.1.6.2. The student provides grades to education services at the end of each course as soon as they are available.

11.1.6.3. The student informs education services of any situation which would affect completion of the program of study.

11.1.6.4. The education services staff requests the MPF (relocation section) to revoke the deferment if satisfactory progress is not maintained.

★ 12. AMC Command Training Requirement for Community College of the Air Force (CCAF) Instructors:

12.1. Purpose of the Requirement. This requirement provides the means to ensure CCAF degree applicable courses are taught by degreed Air Force instructors. Any personal gain realized from this type of training will be considered incidental and secondary. Training will be at no cost to the individual. The 100 percent funding includes tuition, laboratory fees, matriculation fees, and required books. This training assistance is not to be used for attaining a complete degree or for a degree beyond the associate degree level. AMC's policy of hiring only instructors who possess the associate degree or who can complete the degree within 12 months of assignment remains firm.

12.2. General Guidelines:

12.2.1. The command training requirement is restricted to courses that are applied to an associate degree and are available to an individual at the base of assignment or at a reasonably accessible school in the local area. The courses may be traditional classroom delivery or alternative delivery (video cassette, video teletraining, or correspondence). Use of temporary duty funds is not authorized.

12.2.2. Nondegreed instructors teaching CCAF degree applicable courses will attend college courses required for completion of the associate degree. Class attendance will be scheduled as an authorized and integral part of instructor duty, and attendance may be directed by the commander. It is the responsibility of the instructor's commander to ensure participation and completion of training courses.

12.2.3. Eligibility for 100 percent funding is limited to nondegreed instructors who teach CCAF degree applicable courses in CCAF affiliate schools and who are assigned to AMC. Questions regarding course affiliation will be resolved by CCAF through HQ AMC/DPPE.

12.2.4. Testing is required for instructors requesting command training requirement funding. Training funds will not be provided in a subject area for eligible instructors until all examinations in that subject area have been attempted and tests results have been received.

12.2.5. Points of contact (POC) for each of the eligible schools refer instructors to the education center for counseling, degree plan completion, testing options/scheduling, and course enrollment. POCs certify the eligibility of instructors for 100 percent funding. The education counselor and instructor determine in which courses the instructor enrolls; however, course enrollment will be in the most expeditious associate degree program. The education counselor, under guidance of the Education Services Officer (ESO), evaluates each unsatisfactory completion or noncompletion and provides a recommendation to the instructor's commander. The commander will then make a decision about reenrollment in a funded training course.

12.3. Procedures for Funding. The commanders' unit training funds will be used for the command training requirement. The eligible instructor applies for funded courses using DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. The cost of tuition, fees, and books will be shown in Block 25, added together, and paid in full. The designated POC will verify eligibility for the funded courses by completing Block 33 of the DD Form 1556.

12.3.1. Funding is not authorized for any course in which the instructor is receiving reimbursement in whole or in part if the payment would constitute a duplication of benefits from the US government, such as Veterans' Administration education benefits or Air Force tuition assistance.

12.3.2. Eligible instructors who enroll in self-paced courses such as video cassette, video teletraining, or correspondence which have been approved by the ESO will receive payment for tuition and books upon verification of successful course completion. The ESO must grant approval of nontraditional delivery courses prior to instructor enrollment.

12.4. Reporting Procedures. ESOs will report instructor enrollments in an attachment to the automated semiannual report. This report will include number of individuals enrolled, number of enrollments, and number of degrees completed.

PHILIP S. JOHNSON, Colonel, USAF
Director of Personnel

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