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Personnel

COMMUNITY COLLEGE OF THE AIR FORCE

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(Mr. James M. Sweizer)
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This instruction implements AFI 36-23, *Military Education*. It also implements 10 U.S.C. 9315, Department of Defense (DoD), and Air Force directives for the administration of the Community College of the Air Force (CCAF) Board of Visitors and the 1954 federal policy on accreditation of federally chartered degree-granting institutions. It states the mission and responsibilities of the college. It identifies CCAF-related responsibilities of the Commander, Air Education and Training Command (AETC), Board of Visitors, and CCAF Commander; responsibilities of the education services system; responsibilities incurred by affiliation with the college; and program eligibility. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013, and Public Law 94-361. System of Records FO50 AETC B applies.

SUMMARY OF REVISIONS

This revision updates the CCAF mission (paragraph 1.); revises responsibilities of the CCAF Commander (paragraphs 4. through 4.9); revises responsibilities of education services, Air Force Reserve, and Air National Guard education and training personnel (paragraph 5.); revises affiliation criteria (paragraphs 6. through 6.7); and clarifies eligibility for participation in CCAF degree programs (paragraph 7.).

Section A—Mission

1. CCAF Mission. Offer and award job-related associate in applied science degrees and other academic credentials that enhance mission readiness, contribute to recruiting, assist in retention, and support the career transitions of Air Force enlisted members.

Section B—Responsibilities

2. The Commander, Air Education and Training Command. Is the CCAF governing authority. In this capacity the AETC Commander:

- 2.1. Confers degrees upon graduates of the college.
- 2.2. Selects the CCAF Commander based on the recommendation of the CCAF Board of Visitors.
- 2.3. Assigns the CCAF Commander responsibility for administering the college.
- 2.4. Provides the required resources.
- 2.5. Establishes policies to include academic programs, accreditation, operations, philosophy, institutional mission, vision, and effectiveness.
- 2.6. Recommends to the Secretary of the Air Force distinguished individuals to serve as members of the Board of Visitors.

3. The CCAF Board of Visitors. The board represents the public interests and advises the AETC Commander and the CCAF Commander on matters pertaining to the management and operation of the college.

4. The CCAF Commander:

- 4.1. Develops and publishes procedures and guidelines for affiliated schools, student academic advisors, and students.
- 4.2. Develops and implements procedures for award of academic credit.
- 4.3. Establishes certification and degree programs.
- 4.4. Establishes and administers panels for affiliated schools and student academic advisors.
- 4.5. Administers the Board of Visitors according to DoD and Air Force directives.
- 4.6. Maintains student academic records.
- 4.7. Issues transcripts, certifications, and diplomas.
- 4.8. Ensures the regional accreditation of the CCAF system.
- 4.9. Investigates cases of suspected fraudulent documentation, refers confirmed cases of fraud to appropriate legal and administrative authorities, and takes action as prescribed in CCAF academic policies.
- 4.10. Ensures CCAF representation in the civilian higher education community and professional organizations.

5. Education Services Officers, Education Advisors, Air Force Reserve, Education and Training Technicians, and Air National Guard Career and Educational Managers/Training Technicians.

These individuals are CCAF's student academic advisors. They advise enlisted members on completion of a CCAF degree following the *CCAF Advisor Handbook* and *CCAF General Catalog* and ensure diplomas are presented in appropriate ceremonies. Student academic advisors and students will use AF Form 968, Community College of the Air Force Action Request, to update records, submit academic documentation, nominate students for degree candidacy, or register students in subsequent degree programs. These personnel and students will use AF Form 2099, Request for Community College of the Air Force Transcript, to request CCAF transcripts (see *CCAF Advisor Handbook* or *CCAF General Catalog* for details).

6. CCAF Affiliated Schools. Schools must meet standards established by CCAF. Details regarding the affiliation of Air Force training schools with CCAF and the documentation described in this publication

are found in *CCAF Campus Relations Policies, Procedures, and Guidelines Handbook*. Schools must comply with and follow the instructions found in the handbook in order to affiliate and maintain affiliation with CCAF. This paragraph is a brief outline of procedures to be followed.

6.1. USAF organizations may submit a written request for affiliation with the Community College of the Air Force provided they meet the minimum eligibility criteria:

6.1.1. To be considered for candidacy, a prospective school must have a degreed faculty level of at least 90 percent.

6.1.2. Written authorization by the major command (or equivalent) is required to seek affiliation with CCAF.

6.1.3. The school must be in operation with USAF enlisted personnel enrolled at the time of application.

6.2. Affiliated schools must maintain full compliance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC) criteria, including the faculty credentials criterion.

6.3. Courses submitted to CCAF for credit determination will be evaluated by CCAF to determine applicability to CCAF degree programs. The college will make the final course applicability designation with primary consideration to the availability of courses to fulfill CCAF degree requirements within a given career specialty.

6.4. Each candidate and affiliated school must adhere to the following minimum conditions of affiliation. The CCAF conditions of affiliation require each candidate/affiliated school to:

6.4.1. Fund a candidacy visit, initial affiliation visit, staff assistance visits (when requested by the candidate/affiliated school), and similar visits by the Commission on Colleges of the Southern Association of Colleges and Schools.

6.4.2. Submit original, tentative, new, and revised course control documents as prescribed.

6.4.3. Report course graduates to the college as prescribed.

6.4.4. Report faculty credential data as prescribed. Schools must obtain the computer hardware and software necessary for reporting faculty data.

6.4.5. Develop and implement a plan to ensure selection and maintenance of an academically qualified faculty. To the greatest extent possible, contract and civilian instructors teaching degree-applicable courses will hold at least a 2-year degree from a regionally accredited institution. For those individuals who do not meet this 2-year degree requirement, in rare cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Each case must be justified by the affiliated school concerned and processed through the applicable NAF/MAJCOM to CCAF for approval. The school should ensure this standard is written into new or renewed contracts.

6.4.6. Conduct an instructor qualification program as prescribed in the *CCAF Campus Relations Policies, Procedures, and Guidelines Handbook* for all instructors.

6.4.7. Maintain faculty folders as prescribed.

6.4.8. Publish course admission, dismissal, and readmission criteria, as well as the approved statement of the relationship between the school, CCAF, and SACS/COC.

- 6.4.9. Provide requested information for the continued regional accreditation of the CCAF system.
- 6.4.10. Appoint a CCAF liaison/point of contact (at the rank of E-7 or above or the civilian equivalent).
- 6.5. The affiliated school commander/commandant will ensure the following requirements are met:
 - 6.5.1. CCAF liaison/point of contact attend initial training regarding CCAF duties within 3 months of appointment. The candidate/affiliated school will fund the initial/refresher training.
 - 6.5.2. Participate in CCAF Affiliated Schools Advisory Panel meetings.
 - 6.5.3. Ensure the proper reporting of course graduates to the college.
 - 6.5.4. Ensure the proper reporting of faculty data to the college.
 - 6.5.5. Ensure original, tentative, new, and revised course control documents are sent to the CCAF administrative center in the required format for credit determination.
 - 6.5.6. Maintain a current CCAF information file including but not limited to:
 - 6.5.6.1. *CCAF Campus Relations Policies, Procedures, and Guidelines Handbook*
 - 6.5.6.2. *CCAF General Catalog*
 - 6.5.6.3. AFI 36-2304, *Community College of the Air Force*
 - 6.5.6.4. *CCAF Update*, a quarterly publication of the CCAF administrative center
 - 6.5.6.5. Messages reflecting a change in CCAF policy/practice
 - 6.5.6.6. Student records enabling verification of successful graduation from a course for a period of 10 years
 - 6.5.6.7. Minutes of the Affiliated Schools Advisory Panel meetings
 - 6.5.7. Coordinate the CCAF Occupational Instructor Certification Program on behalf of assigned faculty members.
 - 6.5.8. Ensure an annual report is submitted to CCAF administrative center NLT 15 October each year. This report is designated emergency status code C-2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.
- 6.6. CCAF Campus Relations Division will review affiliated school compliance with CCAF requirements and policies of affiliation in conjunction with Board of Visitors scheduled meetings. If a school has failed to meet an affiliation requirement or policy, the Board of Visitors will place the school on warning for 1 year. If the school still fails to meet an affiliation requirement or policy after the warning period, the school will be placed on probation for another year. If requirements or policies have not been met after the probationary period, the Board of Visitors will consider the school for disaffiliation. Candidate schools will be given 2 years to be in full compliance with CCAF requirements and policies for affiliation. If candidate schools fail to reach full compliance, CCAF will terminate the affiliation process. The school must wait a minimum of 1 year before reapplying for affiliation.
- 6.7. The Air Force Personnel Center will assign individuals to instructor positions in accordance with AFI 36-2110, *Assignments*, and the *Air Force Special Category Assignment Guide*. To the greatest

extent possible, individuals assigned to instructor positions in courses designated as degree applicable will hold at least a 2-year degree from a regionally accredited institution. For those individuals who do not meet this 2-year degree requirement, in rare cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Each case must be justified by the affiliated school concerned and processed through the applicable NAF/MAJCOM to CCAF for approval. MAJCOMs whose schools are candidates for affiliation or affiliated with CCAF will ensure applicants meet necessary degree completion requirements.

Category 1: Volunteer with degree

Category 2: Volunteer within 1 year of earning a degree

Category 3: Nonvolunteers with a degree

Category 4: Nonvolunteers within 1 year of completing a degree

Category 5: Volunteer who is AFSC qualified only

Category 6: Nonvolunteers who are AFSC qualified only

All assignment requests must include the category and the statement that the position is a degree-mandatory position (i.e., “member is Cat 1 for a degree-mandatory position”). In determining whether an individual is within 1 year of earning a degree, assignment NCOs will consider members who have a code “2” in DIN “AEY” as being within 1 year of earning a CCAF degree. NOTE: After selection, if a review by the local education office reveals the member is more than 1 year away from earning a degree, the MAJCOM is responsible for reclama of the assignment. CCAF will provide AFPC/DPAAD with quarterly listings of degree-applicable courses, locations, and current faculty.

Section C—Eligibility for Participation in CCAF Degree Programs

7. Eligibility. In support of the spirit and intent of Title 10, United States Code, Section 9315, and the stated purposes of the college, as outlined in paragraph 1 of this instruction, eligibility to participate in CCAF degree programs is restricted to active duty enlisted Air Force, Air National Guard, Selected Reserve, and other service member CCAF instructors. An eligible member of the Selected Reserve of the Air Force Reserve is defined as an individual in training pay category A, B, or D, who is a member of a unit and regularly participates in paid inactive duty training and annual training. Individuals must be in pay status. Active duty Air National Guard individuals must be in training or retention category A and receiving pay.

8. Transcript . CCAF transcripts are available to anyone successfully completing a CCAF course. Submit AF Form 2099, Request for Community College of the Air Force Transcript, to the CCAF Registrar, CCAF/RRR.

9. Forms Prescribed. AF Form 968, Community College of the Air Force Action Request, and AF Form 2099, Request for Community College of the Air Force Transcript.

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DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2110, *Assignment, and the Air Force Special Category Assignment Guide*

AFPD 36-23, *Military Education*

Abbreviations and Acronyms

CCAF—Community College of the Air Force

DOD—Department of Defense

SACS—Southern Association of Colleges and Schools