



DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND

20 Jun 23

MEMORANDUM FOR CCAF STUDENTS AND ADVISORS

FROM: BCEE/A3

50 South Turner Boulevard
Maxwell AFB, Gunter-Annex, AL 36114-3011

SUBJECT: CCAF Degree Program Catalog and Policy Exceptions - Instructor of Technology and Military Science (ITMS) Degree Enrollment and Completion:

1. The Community College of the Air Force migration to the new Air University Student Information System (SIS) impacted students' ability to complete degree requirements under certain CCAF policy requirements. While these policies exist for sound academic reasons and regulatory guidance, it is prudent that affected students, through no fault of their own, receive accommodations to mitigate the impacts.
2. To complete and be awarded the ITMS AAS degree, CCAF instructors must complete all requirements while assigned to instructor duty and a CCAF course. Upon leaving this duty, CCAF instructors are no longer able to pursue degree requirements. Due to the inability of CCAF advisors to identify individual degree requirements for all CCAF instructors seeking the ITMS AAS, the following exception will be automatically granted for CCAF instructors who left their assignment during the CCAF operational pause:
 - a. Former CCAF instructors assigned duty and to a CCAF course will be allowed to complete degree requirements and nominated for graduation until 31 Dec 2024.
 - b. Upon completion of degree requirements, the student must provide proof of instructor duty meeting the criteria in paragraph two (2) to the CCAF Advisor. The CCAF Advisor will upload the document(s) to "Student Documents" in the Air Force Automated Education Management System (AFAEMS) when submitting the graduation nomination action request and identify that the student is using this exception and that the file(s) have been uploaded.
3. Each student must complete all degree requirements, have all transcripts processed by CCAF, and a degree nomination submitted by their local CCAF Advisor no later than 31 Dec 2024 to qualify for the exception in paragraph two (2).
4. Students should contact their local CCAF Advisor in their education/force development office with questions or to submit an exception to policy (ETP) request. Students who have separated or retired may submit an ETP request via AU ServiceNow at (<https://auservicedesk.af.edu/>).

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