



NATIONAL GUARD BUREAU
1000 AIR FORCE PENTAGON, ROOM 4E126
WASHINGTON, DC 20330.1000

MEMORANDUM FOR SEE DISTRIBUTION

16 NOV 2015

FROM: NGB/CF

SUBJECT: Community College of the Air Force (CCAF) Promotion Requirements Exceptions to Policy Delegation of Authority

In accordance with AFI 36-2502, 12 DECEMBER 2014, Incorporating Change 1, 27 August 2015, *Enlisted Airman Promotion/Demotion Programs*, Table 10.1, Note 10, "exceptions to policy for CCAF requirements may be submitted through NGB/A1PP for NGB/CF for approval."

This memorandum delegates NGB/CF's authority IAW AFI 36-2502, Table 10.1, Note 10, to grant exceptions to the mandatory requirement of a CCAF degree for the promotion to the ranks of Chief Master Sergeant (CMSgt) and Senior Master Sergeant (SMSgt) to the respective Adjutant General (TAG) of the State or Territory. The authority delegated to the respective TAG of the State or Territory may be further delegated, but not below a General Officer in the applicable CMSgt or SMSgt chain of command. Further delegation of this authority is not authorized.

The Authorizing Official must ensure the member possesses a civilian equivalent associate's degree or higher from an accredited institution of higher learning. Proof of such degree must be provided, at the member's expense, in the form of official transcripts to the respective Base Education and Training Manager (BETM) and updated on the member's RIP prior to submitting the CCAF exception to policy. The respective BETM representative will ensure the member's MilPDS record reflects the civilian equivalent associate's degree in accordance with the transcripts provided, and not an awarded CCAF.

The point of contact for this subject is Colonel Aimee L. Storm, NGB/A1P, commercial 240-612-9499 DSN: 612-9499, and email aimee.l.storm.mil@mail.mil.

A handwritten signature in black ink, appearing to read "Stanley E. Clarke III".

STANLEY E. CLARKE III
Lieutenant General, USAF
Director, Air National Guard

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