

# AFVEC

## *Users Guide*

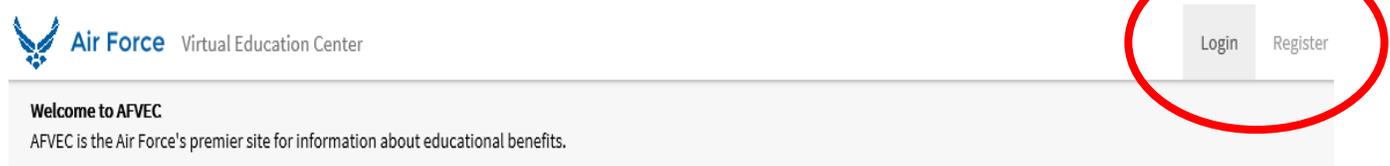
## Table of Contents

Log In.....	2
Navigation Tabs.....	4
Home Page (General Informational Docks) .....	5
Your Education Center:.....	5
My Education Record Status:.....	5
In the Spotlight: .....	6
AFVEC Resources: .....	6
Base and Air Force News Docks:.....	6
<b>My Education Record <i>menu</i>.....</b>	<b>7</b>
Personal Data: .....	7
Education Goals:.....	8
Enrollments:.....	8
Other Funded Enrollments: .....	10
Scheduled Tests:.....	10
Online Test Request:.....	11
Test Scores: .....	11
CSP Applications:.....	11
Missing Grades:.....	11
Reimbursements:.....	12
CCAF Actions:.....	12
Annual TA Benefits Training:.....	12
Supervisor:.....	12
<b>Self Service .....</b>	<b>13</b>
Start a Funding Request: .....	13
CCAF Student Services:.....	13
Print Education Record: .....	13
Rate my School:.....	13

# Log In

The Air Force Virtual Education Center (AFVEC) Web site: <https://afvec.langley.af.mil/afvec/Home.aspx>

If you have an established account, click "Login" in the upper-right corner:



If you do not, click "Register" you will need the following information:

## Register for an AFVEC Profile

**In order to register for AFVEC, you must be an Air Force service member or Air Force civilian. We will verify your identity by connecting to either the Military Personnel Data System (MilPDS) or the Defense Civilian Personnel Data System (DCPDS). You will need the following to register for an AFVEC profile:**

1. A CAC card with a valid certificate
2. Your Social Security Number (for record verification)
3. Your Date of Birth (military users only)
4. Your email address



If you have any problems registering, please email: [usaf.pentagon.af-a1.mbx.afvec-support@mail.mil](mailto:usaf.pentagon.af-a1.mbx.afvec-support@mail.mil)

The following guide is broken into four main sections, of the AFVEC site:

1. Navigation Tabs
2. General Informational Docks
3. My Education Record
4. Self Service

**Air Force** Virtual Education Center

Air Force COOL
Career Skills Program
Information ▾
Support/Help ▾
DOE, JOHN ▾

---

ANDREWS Education Center

U.S. AIR FORCE

**Mailing Address:**  
11 FSS/FSDE  
1413 Arkansas Road, Suite 100  
Andrews AFB, MD 20762-6405

**Contact Information:**  
DSN: 858-6377  
COM: 301-981-6377  
DSN Fax: 858-7456  
COM Fax: 301-981-7456

[More Info](#)

AFVEC Resources

Resource	Date Posted
E-Degree	12/09/2013
TA Application	12/09/2013
Supervisor Information	12/09/2013

[View All](#)

My Education Record Status

**Financial Caps**

- Current EY TA Remaining: \$3,000.00
- Lifetime AF COOL Funding Remaining: \$4,500.00

**Lifetime Credits Remaining**

- Undergraduate: 124 SH
- Graduate: 42 SH

**GPA**

- Undergraduate: N/A
- Graduate: N/A

[View My Education Record](#)

In the Spotlight

**Memorandum of Understanding**  
*04/11/2016*

Effective 30 Mar 12, the Department of Defense (DoD) will require all academic institutions participating in the Military Tuition Assistance (TA) prog...

**Peterson's Air Force Education Resource Center**  
*04/11/2016*

Peterson's and the U.S. Air Force are proud to introduce your launching point to education and career success. You have free access to comprehensive c...

**Peterson's Online Academic Skills Course (OASC)**  
*01/03/2012*

Peterson's Online Academic Skills Course (OASC) is designed for

My Education Record

- [Personal Data](#)
- [Education Goals](#)
- [Enrollments](#)
- [Other Funded Enrollments](#)
- [Scheduled Tests](#)
- [Online Test Requests](#)
- [Test Scores](#)
- [CSP Applications](#)
- [Missing Grades](#)
- [Reimbursements](#)
- [Reimbursement Transactions](#)
- [CCAF Actions](#)
- [Annual TA Benefits Training](#)
- [Supervisor](#)

Self Service

- [Start a Funding Request](#)
- [\\*CCAF Student Services](#)
- [Print Education Record](#)
- [Rate My School](#)

\* Requires restricted .MIL network access

# Navigation Tabs

The Navigational Menu will always be visible as you travel throughout the AFVEC portal.

A general description of each tab is provided below. More detailed instructions on the functions of each of these tabs are included in subsequent sections of this user guide.

1. **Home:** User Home Page.
2. **Information:** Each area provides specific information, for each listed topics.

## Schools and Programs

[Search Schools](#)  
[Search School Programs](#)

## CCAF Programs

[All-ABC Programs](#)  
[GEM Program](#)

## Information

[Tuition Assistance Opportunities](#)  
[Services](#)  
[Commissioning Officer PME](#)  
[CCAF](#)  
[Veteran's Affairs](#)  
[e-Learning](#)  
[Enlisted PME](#)  
[Peterson's OASC](#)  
[Post 9/11 GI Bill Transfer](#)  
[Study Guides](#)  
[Education Centers](#)

## Events

[Upcoming Events at my base](#)

## Quick Links

[CCAF](#)  
[Air University](#)  
[DANTES](#)  
[FirstGov](#)  
[Department of Defense](#)

3. **Air Force COOL:** Certifications available by AFSC



## What is Credentialing?

Credentialing has two purposes. First, it continues to professionalize the enlisted force by providing up-to-date industry-recognized credentials in an airman's AF job. Second, it provides a way for airmen to prepare for civilian life by ensuring that they are ready for work in the civilian sector. There are many aspects to credentialing including certifications and licenses.

[Read More About Credentialing](#)

4. **Support/Help:** To submit a complaint concerning the education process or request help

[Support/Help](#)

[My Trouble Tickets](#)  
[Submit a Complaint](#)  
[Submit a Trouble Ticket](#)

# Home Page (General Informational Docks)

## Your Education Center:

Tied to your assigned base, it provides the education office's contact information and Needs Assessment Survey (when made available).

ANDREWS Education Center



## U.S. AIR FORCE

### Mailing Address:

11 FSS/FSDE  
1413 Arkansas Road, Suite 100  
Andrews AFB, MD 20762-6405

### Contact Information:

DSN: 858-6377  
COM: 301-981-6377  
DSN Fax: 858-7456  
COM Fax: 301-981-7456

## My Education Record Status:

Shows your current FY caps, Lifetime Credit caps, GPA, and any items that need updating.

My Education Record Status

### Financial Caps

- Current FY TA Remaining: \$4,500.00
- Lifetime AF COOL Funding Remaining: \$4,500.00

### Lifetime Credits Remaining

- Undergraduate: 106 SH
- Graduate: 14 SH

### GPA

- Undergraduate: 2.0
- Graduate: 3.36

**Your education record has the following issue(s) that need to be addressed:**

#### Need to be addressed:

- Verify DOS in your personal data. You must contact your education center if your DOS needs to be updated.

[View My Education Record](#)

**Current FY Cap:** \$4500 total per FY (1 Oct-30 Sep) Mil TA

*\$50,000 Lifetime Cap for Civilian Acquisition*

**Lifetime Credits Remaining:** Total number of credits available for the student, per level

**GPA:** This is *NOT* based on school; it is based on education level. All Undergrad courses are grouped together and all grad level courses are grouped. This considers all courses funded via TA that are listed in AFAEMS, regardless of year taken.

## In the Spotlight:

An area used to disseminate urgent or important information, to students from multiple sources.

### In the Spotlight

#### Memorandum of Understanding

04/11/2016

Effective 30 Mar 12, the Department of Defense (DoD) will require all academic institutions participating in the Military Tuition Assistance (TA) prog...

#### Peterson's Air Force Education Resource Center

04/11/2016

Peterson's and the U.S. Air Force are proud to introduce your launching point to education and career success. You have free access to comprehensive c...

#### Peterson's Online Academic Skills Course (OASC)

01/03/2012

Peterson's Online Academic Skills Course (OASC) is designed for individuals who want to build their math and verbal skills to excel i...

[More News](#)

## AFVEC Resources:

A listing of available support material, user guides, tutorials, and information to assist students using AFVEC and its links.

### AFVEC Resources

Resource	Date Posted
 E-Degree	12/09/2013
 TA Application	12/09/2013
 Supervisor Information	12/09/2013

[View All](#)

## Base and Air Force News Docks:

Education based news articles grouped by assigned base or Air Force wide topic.

### ANDREWS Education Center News

#### DSST Speech Exam

02/01/2012

NATIONAL TEST CENTER ...

#### FREE Course for CCAF Credit! Introduction to Culture

02/01/2012

...

#### Scholarships for Military and Dependents

12/20/2011

### Air Force News

#### Departing E5-E9 members—Opportunity for Science, Technology, Engineering and Mathematics Jobs

04/11/2016

NEW-STEM (Non-commissioned Officer E...

#### FVE announces \$3.5M in 2008-09 in undergrad scholarships for returning vets

06/02/2008

FUND FOR VETERANS' EDUCATION ANNOUNCES NEW ROUND OF SCHOLARSHIPS FOR ...

#### Tuition assistance online helps Airmen worldwide

11/17/2005

Staff Sgt. Julie Weckerlein...

# My Education Record *menu*

## Personal Data:

This is an overview of your personal information as listed in your Air Force education record. You may update any information in the "Contact Information" section only; any other information will need to be updated by your base education office.

### Personal Information

**First Name:** JOEL  
**Last Name:** DEROCHER  
**DOB:** [REDACTED]

**1st Education Level:** HS DIPL  
**Education Record Status:** Active Record

### Military Information

**Rank:** E-6  
**Base:** MAXWELL  
**Unit:** MG0JFWVQ - 0000 COMMUN COL AF CL  
**Office Symbol: \*** DFRS

**Service Component:** Air Force Active Duty  
**DOS:** [REDACTED]  
**Activated End Date:** None  
**TAFMSD:** [REDACTED]  
**DEROS:** N/A

**Primary AFSC:** 3S271  
**Secondary AFSC:** 2T251  
**Tertiary AFSC:** None  
**Duty AFSC:** 3S271  
**Control AFSC:** 3S271

### Contact Information

**E-mail Address: \*** joel.derocher@bamtech.net  
**Alternative E-mail Address:** mike.allen@bamtech.net  
**Duty Phone: \*** 7037789184

**Street Line 1: \*** [REDACTED]

**Street Line 2:** [REDACTED]

**City: \*** MILLBROOK  
**State: \*** AL  
**Zip: \*** 38054

### Login Information

**Profile Created:** 4/7/2004  
**AF Portal Username:** [REDACTED]

## Education Goals:

As a student you can view your current or previous education goals (click the goal name). If you need to create a new goal, click "Add Goal". **Note** you may NOT have two of the same goal types open concurrently (ie. 2-master degrees, or 2-CCAF degrees). Your base education office would need to mark the current goal as "obsolete", if no longer used or "completed" Please contact your base education office for further information.

Step 2 "Instructions" lists items needed during the goal creation process (specific to goal type).

## Educational Goals

### Need Help Making Informed Decisions on Schools and Education Programs?

The Department of Defense has created Tuition Assistance (TA) DECIDE to assist participants using the TA program. TA DECIDE provides dynamic information and comparison tools to assist Airmen when making important decisions prior to using TA. The TA DECIDE engine is fueled by more than 10 recognized and trusted data sources from across the Department of Defense. While the website is designed for the individual user, your Air Force education counselor can also be your partner in this process. For more information about TA DECIDE, please visit <https://www.dodmou.com/TADECIDE/>.

GOAL TITLE	GOAL TYPE	CREATED	COMPLETED	STATUS
<a href="#">Certified Counter Terrorism Specialist (CCTS)</a>	AF COOL	08/12/2016		Supervisor Concurs / Auto Approved
<a href="#">Cook</a> DEMO SCHOOL OF LEARNING	CCAF Degree	08/03/2016		Approved
<a href="#">Geology</a> DEMO SCHOOL OF LEARNING	BA/BS/BAS - Bachelor's Degree	08/03/2016		Obsolete Students No longer Pursuing Degree

Add Goal

## Enrollments:

This is an ongoing list of all the TA funded courses, since 2001. You can print copies of approved TAs, resend supervisor's approval email, digitally re-sign TAs, etc.; by clicking the appropriate icon.

### Status Legend:

"Auto Approved" = Doesn't require Ed Center Approval. (e-Degree)

"Approved" = Ed Center provided final approval.

"Pending Supervisor Review" = Notification email sent to supervisor, awaiting action.

"Supervisor Approved" = Awaiting final approval by Ed Center

# My Enrollments



**TA #3054506 - DEMO SCHOOL OF LEARNING**

**Status:** Supervisor Concur / Approved

Print PDF

COURSE CODE - TITLE	TERM END	SUSPENSE	GRADE	GOV COST	YOUR COST	YOUR REM	SCH REF
SOC101 - Intro to Sociology	10/28/2016			\$750.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>				<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**TA #3054501 - DEMO SCHOOL OF LEARNING**

**Status:** Supervisor Concur / Approved

Print PDF

COURSE CODE - TITLE	TERM END	SUSPENSE	GRADE	GOV COST	YOUR COST	YOUR REM	SCH REF
ENG532 - Managerial Communications	09/08/2016			\$750.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>				<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Status Legend: (Deleted TAs)

**"Supervisor Unknown"** = The individual that received the approval email is not your supervisor.

Need to ensure supervisor email address is correct and resubmit TA request

**"Supervisor Does Not Concur"** = Your supervisor did not approve the request.

**"Supervisor Conflict"** = The CAC used to request TA is the same as the one used to approve (same TA), must be your supervisor's CAC for approval.

**"Supervisor Did Not Review"** = Supervisor did not approve by class start date. You do not have an approved TA and may need to dis-enroll or self-pay.

## Other Funded Enrollments:

Courses listed here are used to raise student's GPA as needed. All courses listed are entered into the student's AF education record, by the base education office. Listed courses were not funded using TA monies. Check with the base education office for specific guidance, on which courses may be used.

### ARIZONA STATE UNIVERSITY

COURSE CODE - TITLE	COURSE LEVEL	GRADE
MGM1003 - Managerial Strategies	UNDERGRADUATE	A-

## Scheduled Tests:

This lists all tests that have been scheduled and/or requested. This is an informational area only. Any questions will need to be directed to your base education office. \*\*Note the different statuses and icons.



Albanian - DLPT  
Status: **Scheduled**

SCHEDULING INFO	ADDRESS	CONTACT INFO
Date/Time: 06/05/2013 - 0800 Signup Date: 06/04/2013	42 FSS/FSDE 20 NORTH PINE STREET, BLDG 501 MAXWELL, AL, 36112-6110	DSN: 493-5959 Com: 334-953-5959



SOS ETHICAL LEADERSHIP (02) - AFIADL  
Status: **No Show**

SCHEDULING INFO	ADDRESS	CONTACT INFO
Date/Time: 10/06/2010 - 1200 Signup Date: 09/24/2010	Not Provided	DSN: Com:



AIRCRAFT ARMAMENT SYSTEMS JOURNEYMAN (05) - CDC  
Status: **Completed**

SCHEDULING INFO	ADDRESS	CONTACT INFO
Date/Time: 07/08/2008 - 1245 Signup Date: 06/30/2008	99 FSS/FSDE 4475 ENGLAND AVE STE 330 NELLIS AFB, NV, 89191-8525	DSN: 682-5280 Com: 702-652-5280

## Online Test Request:

Some bases offer students the ability to schedule their tests online. This section shows the tests already scheduled, with the ability to request a new date. **\*\*Note\*\*** Not all bases offer online test scheduling or every type of test; for specifics, please contact your base education office.

## My Online Test Requests

This feature allows you to submit requests online to be scheduled for tests at your education center. Members are only allowed to submit requests for certain types of tests.

TEST	PREFERRED DATE AND TIME	ALTERNATE DATE AND TIME	REQUEST DATE	STATUS
NCOA - 00009 COURSE 9	05/22/2013 - 1230	Not Provided	05/22/2013	Disapproved
68E ACT ASSESSMENT	08/22/2013 - 0745	Not Provided	07/30/2013	Approved
ALS - 00003A MILITARY PROFESSIONAL & EXPEDITIONARY AIRMEN	12/04/2014 - 0900	Not Provided	11/24/2014	Approved

[Submit New Request](#)

## Test Scores:

This section is controlled by DANTES; tests will not list unless DANTES provides the information to our servers. If a test score is not listed, you will need to contact DANTES for assistance. **\*\*Note**, test scores are for your information only, schools will still require an official transcript from DANTES. (Look under Information/Quick Links/DANTES for their site)

## CSP Applications:

The Career Skills Program is designed to assist separating members prepare for life beyond the service. This area allows members to enquire, create, and review CSP program links and applications.

## Missing Grades:

A listing of any courses that do not have a grade posted. It is the students' responsibility to ensure their grades are posted. However, schools have the ability to report grades, online, for all students. If your school fails to report your grade, please forward proof of the obtained grade, to your base education office. **\*\*Note\*\*** Reimbursement action will begin if the grade is past 90-days past end date (as listed on the TA).

This page shows courses you have taken that do not have posted grades.

COURSE CODE - TITLE	TERM DATES	GOV COST	YOUR COST	TOTAL
AR215 - Art History I	08/17/2015 - 10/11/2015	\$750.00	\$0.00	\$750.00

## Reimbursements:

This will list any past or current courses that have reimbursement actions associated. The "Status" will identify any reimbursement actions you need to complete ("Process Reimbursement"). "Submitted" means your request has not yet been finalized, but it has been submitted successfully. "Processed" identifies a fully completed reimbursement. For further information, please contact the Air Force Central Billing Office at: [mlta.reimb@us.af.mil](mailto:mlta.reimb@us.af.mil)

Specific instructions are given for the process, within the system.

**Reimbursements**

 1. This is your official notification that a reimbursement action is pending for an unsatisfactory grade received for a course or courses. As per AFI 36-2306, para 5.8.4, students are required to reimburse the Air Force for unsatisfactory grades received for a course for which Military Tuition Assistance was used.

2. You have no more than 30 days (your suspense date) from the date of receipt of the unsatisfactory grade to either:

- a. Begin a reimbursement action through deductions from your military pay.
- OR
- b. Request and receive a determination for a waiver from reimbursement.

3. If you do not choose and begin one of the above prior to your suspense date, an automatic deduction of the full amount will be initiated against your pay.

4. As per DoDI 1322.25, "F" or failing grades cannot be waived. A reimbursement action must be processed.

5. If you believe the unsatisfactory grade is in error, you have until the suspense date to provide an updated grade. Any reimbursements initiated after the suspense date will not be stopped or refunded even if a satisfactory grade is submitted after suspense date.

6. Please contact the Central Office at [mlta.reimb@us.af.mil](mailto:mlta.reimb@us.af.mil) if you have questions.

7. Reimbursements can ONLY be made via payroll deduction.

Course Code - Title	Term Dates	Grade	Gov Cost	Your Cost	Total Cost	Suspense Date	Status
GERM100 - German I	05/01/2013 - 07/19/2013	F	\$750.00	\$0.00	\$750.00	08/23/2013	Process Reimbursement

## CCAF Actions:

CCAF actions are an electronic means of communication between your base education office and CCAF. Whenever your base education office sends CCAF an action request (to update your CCAF record/transcript); you can track its progress here: Any questions need to be directed to your base education office.

ACTION TYPE	ACTION PROGRAM	ACTION CREATE DATE	STATUS
Add Military Course to Record	INTELLIGENCE STUDIES AND TECHNOLOGY	07/30/2014	Completed
Change to Current Catalog	INFORMATION SYSTEMS TECHNOLOGY	06/23/2014	Rejected
Apply Credit to Student Record	MUSIC	08/07/2013	Completed
Program Change	SURVIVAL INSTRUCTOR	06/11/2013	Completed

## Annual TA Benefits Training:

A required document outlining the various responsibilities and requirements when using Air Force Tuition Assistance funds. This must be completed whenever the Air Force's Central Billing Office releases an updated version. Any questions need to be addressed with your base education office.

## Supervisor:

Your supervisor is required to approve / disapprove various education requests. The information must be input and must be accurate. Failure to provide accurate information could delay your requests or result in UCMJ actions.

# Self Service

## Start a Funding Request:

The single most used feature, of the AFVEC system. Step 2 of each funding type (based on goal) provides a list of instructions and items needed. The process is broken into various steps, each containing “helper text” providing assistance.

### Online TA Application

In order to make your application process easier, you should have the following pieces of information available:

1. A copy of your student registration or student handbook. This will help you identify the courses and course numbers you are taking, the number of semester hours or quarter hours, and the cost per semester or quarter hour.
2. Exact term dates for the courses you are taking.
3. A list of itemized course fees by the academic institution. You should be able to find this on your registration slip or paperwork.
4. Make sure your personal data in your education record is up-to-date. This is crucial in making sure your application for tuition assistance goes through smoothly.
5. Please be aware that TA for courses starting in the next fiscal year is conditional until receipt of the TA funds.

\* Select Tuition Assistance (TA) you are applying for:

## CCAF Student Services:

This is a link to CCAF’s student self-service page, there students may order transcripts, view their web progress report, and see if their course can be applied to their CCAF degree. **\*\*Note\*\* this link is controlled by CCAF, not AFVEC support; any questions will need to be sent to your base education office.**

## Print Education Record:

Using this feature, students are able to print an overview of their base education record. This product has two areas: first, the student’s personal information (including the base education information); second, a listing of all enrollments that were TA funded.

## Rate my School:

This allows students the ability to rate their civilian degree granting institution. The school is based on the student’s education goal (non-CCAF). Students can review other posts and view the schools’ available programs. These reviews are visible to your college staff.