



Year of the...

CCCAF



CCAF

Community College of the Air Force

You can access many of your education features on the AF Portal under Air Force Virtual Education Center (AFVEC). A link to AFVEC is on the homepage under Education/Training/Force Development.

Once you are on your AFVEC page, you can click on **CCAF** under the "Quick Links" section on the left side of the screen to take you to the Air University site. Here you can find a lot of information about the CCAF program. The direct link is:

<http://www.au.af.mil/au/barnes/ccaf/index.asp>

On your AFVEC page you can also access information about your CCAF progress by clicking on **CCAF View Progress Report** under the "Self Service" section. This will bring up the *CCAF Online Student Service* window. The front page will list the programs you are enrolled in and you can view your progress report clicking the hyperlink title. Here you can see what courses are required for your program, which ones you have received credit for, and which semester hours you still need to complete.

The *CCAF Online Student Service* window also has many help links in the Student Tools section:

- You can view your Unofficial Transcript.
- You can find instructions to apply credits you have earned from civilian colleges to your CCAF.
- You can order your CCAF Transcript for free. Send a written request that includes your full name or former name if appropriate, social security account number, and the address of the location you want the free transcript to be sent. Your physical signature is required for release of a transcript. For a minimum charge, you can order a transcript through Credentials Inc. online or via telephone at 1-800-646-1858 / 1-847-446-1027.
- You can view the status of your order transcripts.
- You can view course descriptions of the credits you have been awarded.
- You can search for Professional Manager Certification Approved Courses.

The address to send all of your civilian transcripts and to request your official CCAF transcripts is:

CCAF/DESS
100 South Turner Blvd
Maxwell AFB, Gunter Annex, AL 36114-3011

Samuel Lewis, MSgt, DE ANG
166 AW ROM/Recruiting

[Transcripts](#)

Community College of the Air Force Transcripts

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[PRINT](#) | [E-MAIL](#)

Ordering Options

CCAF provides several options for ordering your official transcript as detailed below. Note we do not have the ability to send transcripts electronically at this time. All official transcripts are hard copy.

Option 1: Free online order from CCAF (NOTE: ONLY AVAILABLE IF YOU ARE ACCESSING FROM A SECURED .MIL NETWORK)

You may order an official transcript, printed and mailed to the address of your choice, using CCAF's transcript order form. Keep this processing time in mind if you have a deadline for enrollment, registration, job application, etc. If you are on a deadline you may consider paying for delivery via FedEx using the Credentials Solutions option.

- Log into the AF Portal and further to AFVEC (Air Force Virtual Education Center) -->
- Under Self Service click "CCAF View Progress Report"
- In the "Transcripts" drop down click "Order a Transcript"

Option 2: Free written request to CCAF

Written requests are processed in the order they are received. A written request is typically processed 10-15 days after we receive it. Please use the [CCAF Transcript Ordering Form](#) (link below); ensure you fill out all of the fields and sign with your physical signature. Digital signatures are not sufficient, nor do we accept requests via email. Incomplete or illegible requests will not be processed. [Mail in Transcript Request Form](#)

Option 3: First Class Mail and Overnight order through Credentials Solutions

This third party company handles our online ordering. You can order through their site at any time and can select delivery via first class mail or Federal Express service. The first class mail option starts at \$2.25 and FedEx at \$22.25. Tracking numbers are only offered when using the FedEx service.

IMPORTANT NOTE: These fees are not covered by the Air Force.

Once your order is approved through Credentials, it is transmitted to CCAF electronically. Our staff will print and mail your transcripts. If you are experiencing issues after your order is approved through Credentials, please contact us directly at the numbers listed below.

If you need to include an attachment with your transcript (NursingCAS, SOPHAS, CASPA, AMCAS, LSAC, etc.); you will be asked to fax the attachment to our office after approval of your order through Credentials. [Order from Credentials Solutions](#)

Option 4: View unofficial transcript

To view an unofficial transcript (available for Active Duty/Guard/Reserve only):

1. Access the Air Force Virtual Education Center through the Air Force Portal
 2. Under the Self Service section select CCAF View Progress Report
 3. In the Student Tools banner select "View My Unofficial Transcript"
- **Must be accessed from military network to view

Questions regarding the above procedures can be directed to:
CCAF / Student Services - Commercial (334) 649-5066/5109 DSN 749-5066/5109.

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