



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

4 July 2020

MEMORANDUM FOR ALL NCO DISTANCE LEARNING COURSE STUDENTS

FROM: BCEE/AA
50 South Turner Boulevard
Maxwell-Gunter AFB AL 36114-3107

SUBJECT: Noncommissioned Officer (NCO) Distance Learning Course (DLC) Policy Guidance

1. Effective 13 July 2020, the Barnes Center for Enlisted Education (BCEE) will open NCO DLC for enrollment. NCO DLC will replace Course 15, and includes significant updates to content, processes and procedures. The following policy guidance applies to all NCO distance learning students, whether enrolled in NCO DLC or Course 15.
2. For students in Course 15 (Legacy Course):
 - Students can continue their enrollment, if desired, until course completion; new enrollments were stopped effective 1 July 2020.
 - Students can dis-enroll, without penalty, and immediately enroll in NCO DLC.
 - If a student doesn't pass the course, or complete it within the allotted time, they will be dis-enrolled. However, if dis-enrolled, they can enroll in NCO DLC without delay.
 - Help-desk support will continue to be available for students in this course.
3. For students in NCO DLC:
 - Students will be allowed to self-enroll utilizing Air University Student Information and Learning Management systems.
 - Students will have four months, from the date of enrollment, to complete the course.
 - Student who don't complete the course within the allotted time, whether for academic reasons, or due to time elapsing, may initiate self-re-enrollment immediately.
 - Following a second dis-enrollment BCEE will require approval from the first squadron commander/superintendent, or equivalent in the student's chain of command before re-enrollment is authorized.
 - Subsequent dis-enrollments will require approval from the first group commander/superintendent, or equivalent in the student's chain of command.
 - Students who experience service interruption or technical problems can report these issues through Service Now at <https://auservicedesk.af.edu>.
4. This guidance will remain in effect until rescinded. While in effect, this memorandum supersedes conflicting policy guidance found in BCI 36-2656, *USAF EPME Procedural Guidance*. If you have additional questions or concerns regarding policy implementations for NCO DLC, please contact BCEE Academic Affairs, (BarnesCenter.AA.DO@us.af.mil).

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