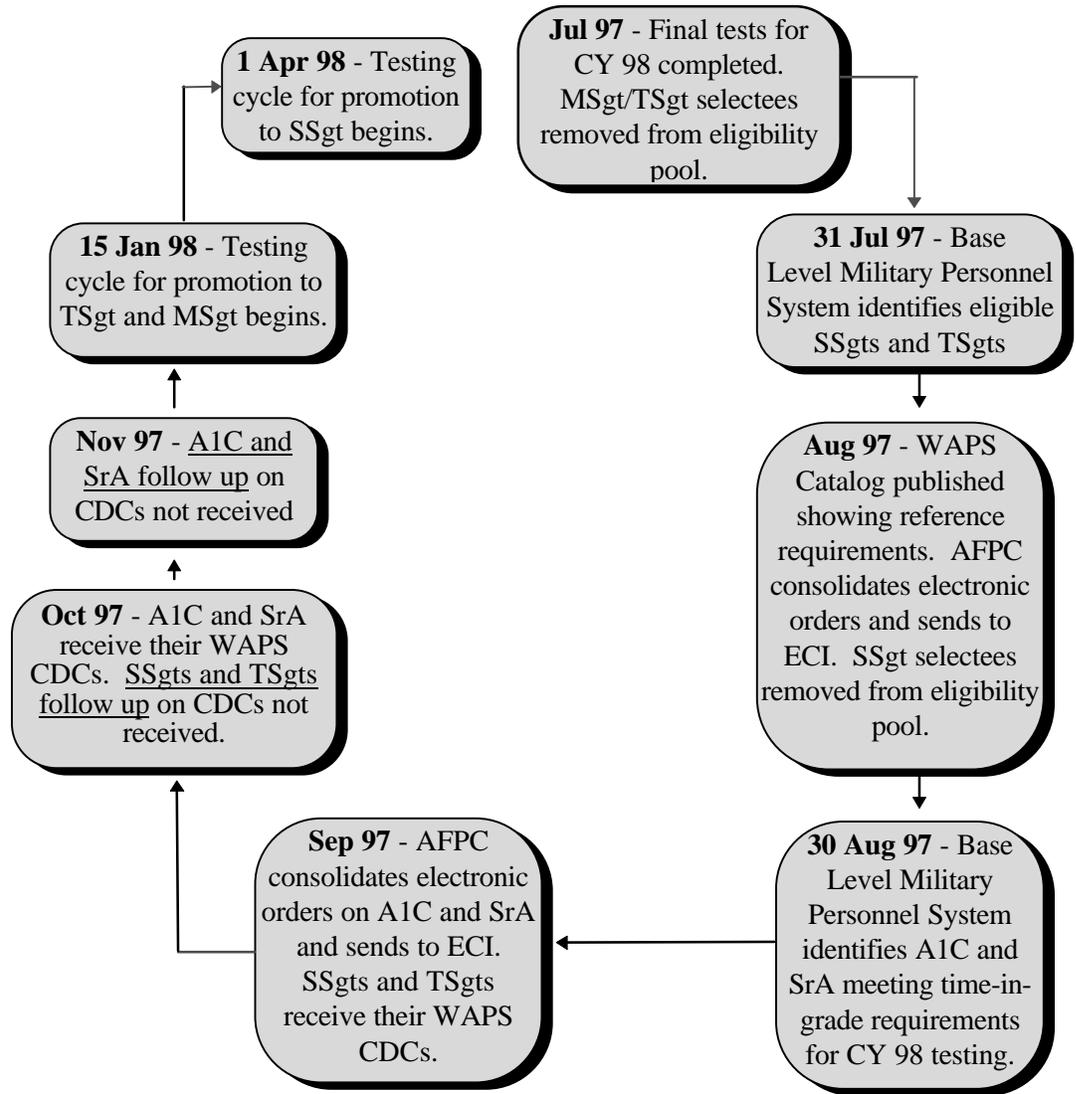


# WAPS CDC Eligibility Requirements

## Description

Mailing WAPS CDCs to nearly 100,000+ eligible members throughout the world is a lengthy yet time-sensitive task. The process begins when the final tests for the cycle are developed at the Air Force Occupational Measurement Squadron.

## The Process



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**Introduction**

The PDS automatically orders WAPS CDCs for members who meet the basic eligibility criteria for promotion. Basic eligibility criteria consider time-in-grade, projected separation and retirement dates, and High Year of Tenure. Members who become eligible after the ordering process has begun must request WAPS CDCs through their unit WAPS monitors.

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**Eligibility Requirements**

Use the table below to determine eligibility for WAPS CDCs for A1C, SrA, SSgts, and TSgts.

<b>If member's grade is...</b>	<b>THEN...</b>
A1C	<ul style="list-style-type: none"><li>• Date of Rank must be on or before 1 Oct 95, or...</li><li>• Date of Rank must be on or before 1 Jun 96 and Total Active Federal Military Service must be on or before 1 Feb 95.</li></ul>
SrA	<ul style="list-style-type: none"><li>• Date of Rank must be on or before 1 Feb 98, and...</li><li>• Projected Date of Separation (See Note) must be on or after 1 Jul 98, and...</li><li>• High Year of Tenure must be on or after Sep 98.</li></ul>
SSgt	<ul style="list-style-type: none"><li>• Date of Rank must be on or before 1 Aug 96, and...</li><li>• Projected Date of Separation (See Note) must be on or after 1 May 98, and...</li><li>• Projected Date of Retirement (See Note) must be on or after 1 Aug 98, and...</li><li>• High Year of Tenure must be on or after Jul 98.</li></ul>
TSgt	<ul style="list-style-type: none"><li>• Date of Rank must be on or before 1 Jul 96, and...</li><li>• Projected Date of Separation (See Note) must be on or after 1 May 98, and...</li><li>• Projected Date of Retirement (See Note) must be on or after 1 Aug 98, and...</li><li>• High Year of Tenure must be on or after Jul 98.</li></ul>

Note: These criteria apply if the member has a projected separation or retirement action on file.

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# When WAPS CDCs Are Not Received

**Introduction**

WAPS CDCs should arrive within 6 to 8 weeks after shipment from ECI. Members who have not received their CDC materials within 8 weeks must contact their unit WAPS monitors for assistance.

**What to do**

Unit WAPS monitors follow the steps in the table below when WAPS CDCs are not received.

Step	Action	
1	Query PC-III using the “WAPS CDC Inquiry” Screen in the Career Enhancement/Promotions and Testing function application to determine the status of the member’s order.	
2	Use the table below to determine your next step.	
	<b>If the PC-III inquiry...</b>	<b>THEN...</b>
	is blank	<ul style="list-style-type: none"> <li>• verify member’s eligibility using the table on Page 7.</li> <li>• Check Part Three of the WAPS Catalog to ensure member’s AFSC is not SKT-exempt.</li> <li>• Go to Step 4.</li> </ul>
shows CDCs were requested and processed by ECI	<ul style="list-style-type: none"> <li>• check the process date               <ul style="list-style-type: none"> <li>• if CDCs were mailed within the last 4 weeks, wait for the material to arrive.</li> <li>• if CDCs were mailed more than 4 weeks ago, go to Step 3.</li> <li>• if CDCs were mailed at least 8 weeks ago and the member’s PIF does not contain a signed receipt RIP, go to Step 5.</li> </ul> </li> </ul>	

*Continued on next page*

## When WAPS CDCs Are Not Received, Continued

### What to do (continued)

	<b>If the PC-III inquiry...</b>	<b>THEN...</b>
	shows CDCs were requested but <u>not</u> processed by ECI	go to Step 3.
3	Contact ECI at DSN 596-4255/4394 (FAX: DSN 596-3208) to determine status of member's order.	
4	Contact the base WAPS monitor to request material through PDS (PTI 355). <b>DO NOT USE PTI 355 FOR RE-SENDS</b> (See step 5)	
5	<p>Send an official memorandum signed by the unit commander to ECI. The memorandum must include:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Rank</li> <li>• SSAN</li> <li>• Control AFSC</li> <li>• AFPT that corresponds to control AFSC (as shown in the WAPS Catalog, Part Three)</li> <li>• Type of issue (initial or updated material)</li> <li>• Statement indicating promotion eligibility was verified</li> <li>• Reason for the request</li> <li>• Unit mailing address (3-line with ZIP+4) where material is to be mailed <ul style="list-style-type: none"> <li>• Example: <p style="margin-left: 40px;">123 MSS/CCQ 1234 A STREET EAST STE 112 RANDOLPH AFB TX 78150-4712</p> </li> </ul> </li> <li>• Point of contact and telephone number</li> </ul>	



***Requests for reshipment of WAPS CDCs must be sent to ECI as soon as possible. ECI will cease shipment of replacement material on 30 Mar 98 for SSgts and TSgts, and on 15 Jun 98 for SrA.***