



Unit WAPS Monitor Training

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Overview



- Terms Associated with Enlisted Promotions
- Airman Advancement Flight (AA): What we do!
- Unit WAPS Monitor (UWM): What you do!
- AF Form 1566, *WAPS Test Verification*, and Scheduling Examinees
- Enlisted Promotions References and Requirements Catalog (EPRRC)
- Ordering and Managing Enlisted Promotion Test (paper copy)



Terms Associated with Enlisted Promotions



- WAPS – Weighted Airman Promotion System
- AFPT – Air Force Promotion Test
- PFE – Promotion Fitness Exam
 - One of three types of enlisted promotion tests
 - Covers general Air Force knowledge
 - Administered to personnel testing for E5 through E6
- SKT – Specialty Knowledge Test
 - One of three types of enlisted promotion tests
 - Covers general Air Force specialty knowledge
 - Administered to personnel testing for E5 through E6



Terms Associated with Enlisted Promotions



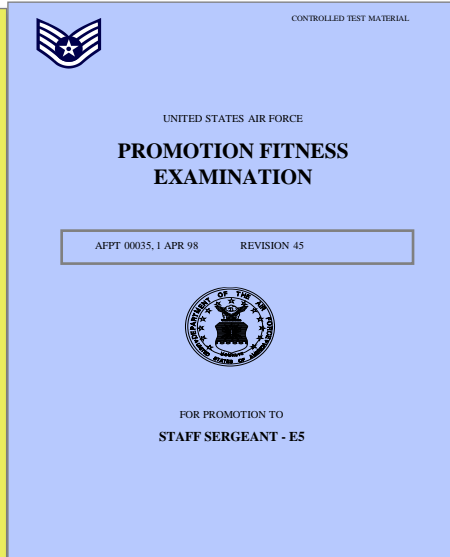
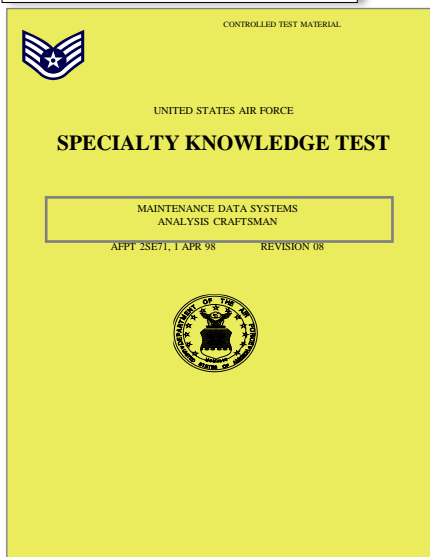
- EPRRC – Enlisted Promotions References and Requirements Catalog
 - Lists study references by grade and AFPT and procedure to acquire references
- CDC – Career Development Course
 - Primary reference used in the development of SKTs
- PECD – Promotion Eligibility Cutoff Date
 - Date used to determine eligibility and testing requirements
 - Different for each grade
- AFS – Air Force Specialty
- Waiver – Term associated with an AFS without an SKT
- Exemption – Term associated with an individual(s) who will test PFE only
- DIERT – Date Initially Entered Retraining
 - Assigned to personnel in a retraining status; may affect testing requirements



Overview ... What We Do



Publish the TPD - Identifies MAJCOM and other non-MAJCOM organizations subject-matter expert requirements to develop enlisted promotion tests



Produce and distribute Enlisted Promotion Tests

Publish the EPRRC





UWM – What You Do



- DAFMAN 36-2664, *Personnel Assessment Program* (Paragraph 4.2.15. and A9.13)
 - Publicizes EPRRC and individual responsibilities (4.2.15.5.4.)
 - Assists unit members identify and obtain reference material (4.2.8.)
 - Maintains non-CDC references; 2:7 ratio (A9.7.3.)
 - Coordinate test dates with Test Control Officer (TCO or Test Examiner (TE)) (A9.13.)
 - Return completed AF Form 1566 to TCO/TE (A9.13.)



UWM – What You Do Cont'd



- AF Form 1566
 - Received from Base TCO/TE
 - If member elects not to complete the 1566, he or she is ineligible for promotion for the current cycle
 - Review with member for...
 - SECTION I. IDENTIFICATION
 - Have member verify all information is correct
 - Correct any wrong information
 - SECTION II. TESTING REQUIREMENT
 - Have member verify SKT and PFE/USAFSE testing requirement; update or annotate status as needed



UWM – What You Do (Con't)



- Review with member con't
- SECTION III. TESTING NOTIFICATION
 - Review appointment information with member
 - Review all statements with member and ensure information in statements #1 & #5 are accurate; update as needed
 - Have member annotate the appropriate exemption block
 - Have member sign and date unless SECTION IV applies
 - Return to TCO/TE or
- SECTION IV (para 2) – DECLINATION OF TESTING
 - Have member carefully read the declination statement
 - Have member sign and date, you sign and date
 - Return to TCO/TE



EPRRC



<https://www.studyguides.af.mil>

- Part One – General Guidance
- Part Two – Study References
 - Section I – PFE References
 - Section IIA – SKTs
 - Section IIB – RIs and SDIs
 - Section IIC – SKT Study References
- Part Three – Annual Testing Requirements
 - Section I General information
 - Section II Special Instructions
 - Attach #1: TCO/TE Sample Appointment Letter
 - Attach #2: Special Equipment



REFERENCE LIBRARY DATABASE

- eWORLD was decommissioned on 30 Sep 22
- NOW: CDC references can be found at <https://www.studyguides.af.mil>
 - Volume(s) normally download in less than a minute as a zip file.
- Compatible with most electronic devices
- **WAPS Study material are not for upgrade training**



- Test Order Form
 - Must request access to MS Team Test Order Form through AETC A9 SAS/AAA
 - Once access granted you can find instruction for the Test Order Form TCO Inventory Control



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- UWM: What you do!
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Air Education and Training Command

“The First Command”