

Senior Noncommissioned Officer Distance Learning Courses 14

00014 — SNCO - Distance Learning Course

General: The Senior Noncommissioned Officer (SNCO) Distance Learning Course is a voluntary, computer-based, self-study course administered by AFCDA and the Barnes Center for Enlisted Education. Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFCDA Catalog is the definitive guidance for all enlisted PME distance learning courses. Students must frequently review the Catalog during their enrollment to ensure compliance with any changes in administrative policies.

ELIGIBILITY:

Active Duty Air Force: ADAF personnel in the grade of E-6, E-7, E-7 select, or above are eligible for Courses 14. **TSgt (E-6) must have completed NCOA and have 2 years Time in Grade to enroll.**

Air Force Reserve (AFR): The following AFR personnel are eligible for Course 14:

- All categories of reservists in the grade of TSgt (E-6) may enroll in Course 14. The following criteria must be met:
 - Must have completed the NCOA at least 12 months prior
 - Must have 24 months time-in-grade as a TSgt
 - Must complete AU Form 23, signed by their wing training office, then forward to AFRC/AITS for validation

CONTENT: Courses 14 consist of five objectively evaluated sub-courses. The design of the courseware requires the five sub-courses to be completed in succession. The content is summarized as follows:

- **14-A, Profession of Arms (POA):**
- **14-B, Communication Skills:**
- **14-C, Behavior Analysis:**
- **14D, Human Resource Development (HRD)**
- **14-E, Organizational Management:**

ACADEMIC AND TESTING REQUIREMENTS: There is no single end of course examination for Course 14. Students are evaluated following each sub-course through summative examinations. The summative examinations are computer-based tests, which must be scheduled and taken at the ESF or other designated test control facility. Students, to include ANG and AFRES failing a sub-course examination, may retest once on that sub-course after 72 hours.

TIMELINES: The SNCO Distance Learning Course consists of an open enrollment with maximum of 72 months enrollment in the current course edition code. All students will be actively enrolled in the program until they meet the academic course requirements or are involuntary disenrolled for a course failure.

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IMPORTANT: Before you will be given access to Course 14, you must enroll through your Education Service Center. Shortly after enrollment, you will receive a welcome letter that directs you to this website (usually takes 3-5 days). While waiting for enrollment verification, you may obtain a username and password for the server that hosts Course 14 (see below for instructions).

The Course 14 is maintained by Education Logistics and Communication (A4/A6). Before you can access the Course 14, you must go to Air University's web site and obtain a username and password (see below). This is in addition to enrolling in the course through your education office.

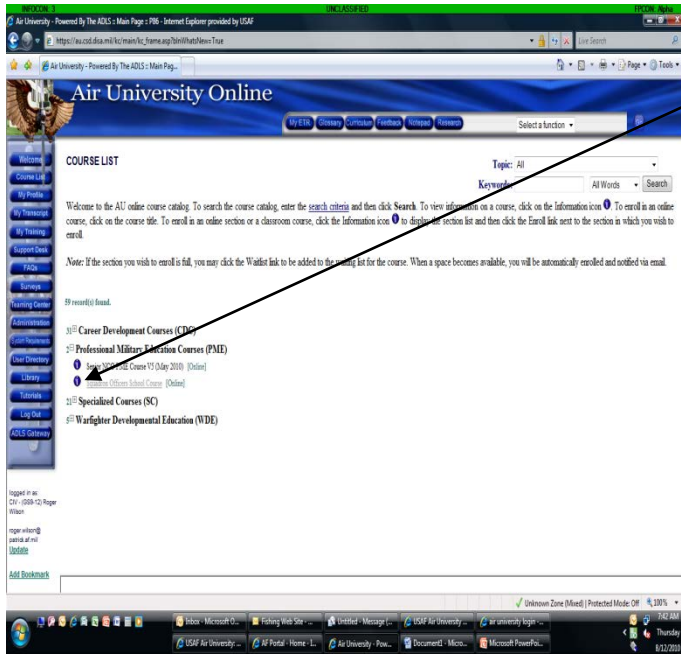
As a result of learning management system consolidation, your course is now located at <https://au.csd.disa.mil>. Please go to this site and register as a new user. However, if you have an existing Advanced Distributed Learning Service (ADLS) account, you may access AU Online using the gateway link or icon. Once you have entered the gateway, locate and click on the AU Shield. This action will take you to AU Online.

Please note: when accessing **Course 14** in the future, please proceed directly to the link provided above, there is no reason to revisit this page or you may access AU Online through the ADLS gateway.

- After obtaining a username and password you will then need to locate Course 14 on A4/A6's server. To do this, accomplishing the following steps:
 1. After logging into the Air University Online site (<https://au.csd.disa.mil>), click on the 'Course List' button, this will bring up the COURSE LIST. You may have to expand the 'Professional Military Education Courses (PME) category by clicking the small + sign.

The screenshot displays the Air University Online website. The browser address bar shows the URL https://au.csd.disa.mil/main/kc_frame.asp?bin/WhatsNew=True. The page header includes navigation links: My ETR, Glossary, Curriculum, Feedback, Notepad, and Research. A search bar is also present. The main navigation menu on the left contains buttons for Welcome, Course List, My Profile, My Transcript, My Training, Support Desk, FAQs, Surveys, Teaming Center, Administration, System Requirements, User Directory, Library, Tutorials, Log Out, and ADLS Gateway. The central content area features a 'Welcome' banner with the text 'Air University Online Advanced Distributed Learning System' and 'ANYTIME ANYWHERE'. To the right of the banner are buttons for COURSE LIST, MY PROFILE, MY TRANSCRIPT, System Requirements, Online Support Desk, User Directory, and Quick Start - Tutorials. Below the banner, it says 'Air University - Powered By The ADLS Distributed Learning System' and includes a logo for ADLS GATEWAY. At the bottom, there is a login section with the text 'logged in as: CIV - (359-12) Roger Wilson' and a list of users: roger.wilson@, patrick.af.mil, and an Update button. The Windows taskbar at the bottom shows the date as Thursday, 8/12/2010, and the time as 7:29 AM.

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When the two courses are listed, click on the **blue circle** next to the course (Senior NCO Course 14) that you are enrolled in.

2. Look to your right and click on **CDSAR Validation**, enter your SSN and validate account, now the course will be underlined if you are enrolled. If underlined, **click on the course title** and you will be taken to a screen and entered into the course. If the course list of module doesn't come up click on the 'Take Course' button and it will appear. Then begin the course by taking the modules in sequence. If you are unable to complete CDSAR Validation due to an error contact e-customer support at <http://www.auecampussupport.com/> or auecampussupport@maxwell.af.mil

