


1. Login to STARS

**CCAF-STARS: Log In Page**



**S T A R S**

**CAC/AF Portal** **Password**

Please make sure your CAC is inserted to continue.

If you are coming in from the Air Force Portal, please continue by clicking the login button below.

**Log In**

Please contact the CCAF-STARS SSC if you need any assistance.

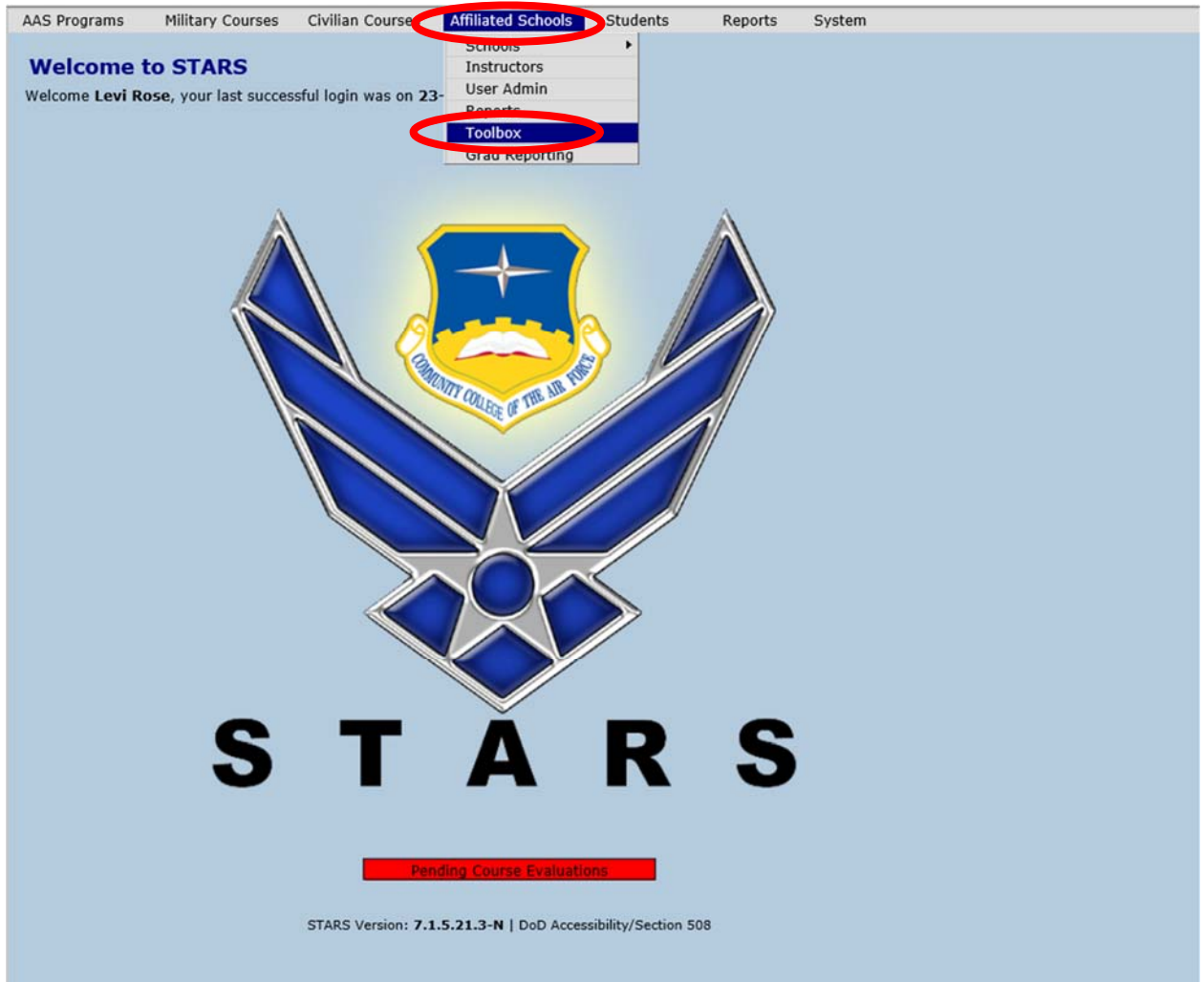
[DoD User Agreement](#) [Privacy & Accessibility Notice](#)

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2. Hover over the "Schools" tab and click on "Toolbox"



- Click on "CCAF Instructor Qual Time Extension Request". A Word document should open at this time. If the document does not open, please contact your ASM.

[AAS Programs](#) [Military Courses](#) [Civilian Courses](#) [Affiliated Schools](#) [Students](#) [Reports](#) [System](#)

**Toolbox**

Add New DocumentCancel

Title	Posted	Del?
CCAF Classroom Poster Sample Hart2.jpg	21-Mar-2018 12:57	<input type="checkbox"/>
CCAF Instructor Qual Time Extension Request.docx	21-Mar-2018 12:55	<input type="checkbox"/>
ASL 797 Training Record 2017.pdf	23-Aug-2017 16:00	<input type="checkbox"/>
CRV checklist 2017.pdf	08-Aug-2017 08:58	<input type="checkbox"/>
CCAF 2017 PPG.pdf	05-Jul-2017 08:13	<input type="checkbox"/>
EQILD Fillable & Digital Signature 2016.pdf	23-May-2017 14:43	<input type="checkbox"/>
DCP Fillable & Digital Signature 2016.pdf	23-May-2017 14:41	<input type="checkbox"/>
IQW Fillable & Digital Signature 2016.pdf	16-Sep-2016 10:02	<input type="checkbox"/>
STARS Instructor Record Review Sheet.pdf	08-Sep-2016 15:58	<input type="checkbox"/>
CRV Checklist.docx	29-Dec-2015 09:07	<input type="checkbox"/>
STARS Change Request.pdf	26-Jun-2015 14:29	<input type="checkbox"/>
STARS User Guide 2015.pdf	06-May-2015 09:11	<input type="checkbox"/>
AU-PPG.pdf	14-Apr-2015 09:41	<input type="checkbox"/>
CCAF Affiliated School Annual Report.docx	02-Dec-2014 08:45	<input type="checkbox"/>
EQILD Worksheet Attachment 7.docx	02-Sep-2014 11:46	<input type="checkbox"/>
Affiliate Newsletter_14 Mar 13.pdf	13-Aug-2014 12:26	<input type="checkbox"/>
Affiliate Newsletter.pdf	13-Aug-2014 12:26	<input type="checkbox"/>
ASL 797 Training Record 2017.pdf	23-Aug-2017 16:00	<input type="checkbox"/>

Delete

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SAMPLE:



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

25 October 2017

MEMORANDUM FOR: CCAF/DEC

FROM: 12th Maintenance Squadron  
100 Booker Rd.  
Maxwell AFB, Gunter Annex AL 36114

SUBJECT: CCAF Exception to Policy for Instructor Qualification Time Extension

1. I request an exception to policy to extend SSgt Joe Smith past the mandatory 12 month instructor qualification timeline. Please state clearly why this extension should be granted. The narrative must support that the instructor has made clear progress toward meeting qualification requirements as well as provide a plan for meeting qualification goals within the extension period.
2. I have reviewed all documentation and fully support this time extension request. I am aware that at the end of the time extension, if SSgt Joe Smith is not fully qualified within STARS-FD, he will be removed from the podium. I am also aware that SSgt Smith will not be reinstated or qualified to instruct until all requirements have been met and his STARS-FD profile reflects status "I".

DAID:

REQUESTED EXTENSION EXPIRATION DATE:  
(Not to exceed 6 months)

JOHN P. SMITH, Lt Col, USAF  
School Commander or Commandant