

Frequently Asked Questions

Q: How do I know if I am eligible to test?

A: There are several factors that determine eligibility. AFPC reviews each record for PAFSC as of PECD, Time in Grade, TAFMD, mandatory PME, TEMSD (SMSgt and CMSgt), and CCAF degree (SMSgt and CMSgt). Your Unit WAPS monitor will receive an eligibility roster prior to the test cycle so check with him/her. This is covered in AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, table 2.1 is very helpful. There is also an eligibility chart in the promotion toolbox. If you still have questions, contact the promotions office in the MPS.

Q: When would I test if I am deploying and will miss the test cycle?

A: AFI 36-2605, para A9.10.8.1: Airmen who deploy at least 90 days in support of a contingency operation 60 calendar days testing preparation time. The 60-day testing preparation time includes any leave, special pass, compensatory time off (CTO), and / or rest and recuperation (R&R) taken upon completion of the contingency TDY.

A9.10.8.2: Airmen who deploy for less than 90 days in support of a contingency operation 30 calendar days testing preparation time. The 30-day testing preparation time includes any leave, special pass, CTO, and / or R&R taken upon completion of the contingency TDY. Airmen must ensure they receive the authorized preparation time.

There is also a Deployment/PCS/TDY document in the promotions toolbox.

Q: Why do I have to test prior to going TDY?

A: AFI 36-2605, para A9.10.2: If an airman is present for any portion of the testing administration window, he / she must test prior to TDY/PCS departure.

Q: What if my TDY last for the whole test cycle?

A: AFI 36-2605, para A9.10.7: If the TDY period begins before the testing window starts and extends until the testing window, test airmen at the TDY location if testing facilities are available. Test airmen who cannot be tested prior to departure or at the TDY location as soon as possible upon their return.

Q: What if I want to take leave during the test cycle?

A: Ensure your WAPS monitor is aware of any projected leave prior to receiving your test date. Leave cannot encompass the entire test cycle.

Q: Why is the WAPS monitor requesting my availability?

A: Scheduling test dates require lots of coordination between the WAPS testing office and your WAPS monitor. While test dates are random there are many things to consider when building the test schedule. Knowing the members availability helps to reduce the need to reschedule members for authorized reasons.

Q: What happens when the weather is bad and delayed reporting is issued?

A: Testing is held as scheduled see delayed reporting instruction in promotion tool box.

Q: What if I want to change my test date?

A: You are scheduled for the date indicated on your AF1566. Changes are only authorized for documented family or medical emergencies and sick call.

Per AFI 36-2605 A9.10.9.1. Do not reschedule airmen to accommodate normal leave unless the leave was approved by the supervisor or commander (leave web approval not required) **prior** to notification of airman's test date.

A9.10.9.2. Test date changes must only be made for documented family or medical emergencies and sick call.

A9.10.9.3. Exercises and inspections are not justification for rescheduling test dates.

A9.10.9.5. Requests to change scheduled test dates for reasons other than documented TDY, family or medical emergencies, medical conditions precluding testing (AF Form 422, Physical Profile Serial Report), or sick call must be submitted through the unit commander to the FSS Commander for approval.

Q: Who should I contact if I have questions about WAPS testing?

A: Questions not covered by our web page should be directed to your unit WAPS monitor or CSS.

Q: I lost my WAPS study material how can I get it replaced?

A: You can access WAPS study material at e-world; <https://cdc.aetc.af.mil>.

Q: I am PCSing during the test cycle why do I have to test prior to leaving?

A: AFI 36-2605, A9.10.1. Airmen must be prepared to test on the first day of the testing administration window.

A9.10.2. If an airman is present for any portion of the testing administration window, he / she must test prior to TDY/PCS departure.

Reference the Deployment/PCS/TDY document in the promotion toolbox.

Q: What time is the WAPS waiting area available?

A: The WAPS waiting area is available at 0630.