

Return To:

MIKE MONRONEY AERONAUTICAL CENTER
Attention: AMA-300D
P.O. Box 25082
Oklahoma City, Oklahoma 73125-4955

PRIVACY ACT NOTICE FOR: AC FORM 3145-2. This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal nomination for training forms . . . AUTHORITY – The Government Employees Training Act of 1958 (U.S. Code Title 5, Sections 4101 to 4118). AC Form 3145-2 is used for the following purposes: (1) Enrollment form requesting correspondence study training; (2) Input document to the Consolidated Personnel Management Information System (CPMIS); and (3) Acceptance Form . . . EFFECTS OF NONDISCLOSURE – The disclosure of this information is voluntary; however, omission of an item means you may not receive full consideration for training in which this information is needed . . . INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579 SECTION 7(b) – Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the United States Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Office of Personnel Management or agencies. The SSN also will be used by the Office of Personnel Management and other Federal agencies in connection with lawful requests for information about you from your former employers, education institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persona to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

RULES AND PROCEDURES FOR ENROLLING IN CORRESPONDENCE STUDY COURSES

ENROLLMENT PROCEDURES (ORDER 3000.6C)

- a. All FAA enrollees must complete blocks 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 18, 21, 22, 23, and 24.
- b. If this is the very first enrollment in the FAA correspondence study system then check block 4.
- c. If you are enrolling in a management course then you must complete blocks 3a, 5a, and 14. Use the chart below.

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01 NO FORMAL EDUCATION OR SOME ELEMENTARY SCHOOL
02 ELEMENTARY SCHOOL COMPLETED
03 SOME HIGH SCHOOL
04 HIGH SCHOOL GRADUATE OR CERTIFICATE
05 OCCUPATIONAL PROGRAM - UNFINISHED
06 OCCUPATIONAL PROGRAM - COMPLETED
07 SOME COLLEGE – LESS THAN ONE YEAR
08 1 YEAR COLLEGE
09 2 YEARS COLLEGE
10 ASSOCIATE DEGREE
11 3 YEARS COLLEGE
12 4 YEARS COLLEGE
13 BACHELORS DEGREE
14 POST-BACHELORS
15 FIRST PROFESSIONAL DEGREE
16 POST-FIRST PROFESSIONAL
17 MASTERS DEGREE
18 POST-MASTERS
19 SIXTH-YEAR DEGREE
20 POST-SIXTH YEAR
21 DOCTORATE DEGREE
22 POST-DOCTORATE

- d. Supervisors must complete blocks 25, 26, and 27. If the course is not job related a justification must be given in block 28.
- e. Applications should be forwarded to the address at the top of this page. Franked mail may be used for correspondence study enrollment applications.

ENROLLMENT BY NON-FAA PERSONNEL (ORDER 3000.6C)

Personnel of other federal organizations, state and civil aviation groups, and foreign countries may enroll in correspondence study courses as FAA Academy resources permit. Requests for enrollment of foreign students and requests for test materials for use in foreign countries shall be made through the Office of International Aviation Affairs. Reimbursement charges will be made in accordance with established policy.

If you are an international students, complete blocks 2, 3, 5, 7, 8, 12, 15, 16, 17, 21, 22, and in block 19 put ICO.

Request for enrollment by other federal and state organizations and individuals must include reimbursement charges (check) or billing instructions.

If you are a non-FAA enrollee you must complete blocks 1, 2, 3, 5, 7, 8, 9, 10, 15, 16, 17, 21, 22, 23, 24, and in block 19 put SPC. Your supervisor should complete blocks 21, 22, 23, 24, 25, 26, and 27.

NOTE: All enrollments are subject to approval of the Superintendent, FAA Academy, based on Academy capabilities and resources.