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Commissioner

Principal Counsel

Kimberly Smith Ward

MEMORANDUM

DATE: July 9, 2025

TO: Dr. Tuajuanda C. Jordan, President, St. Mary's College of Maryland
Dr. Jay A. Perman, Chancellor, USM
Dr. Brad Phillips, Executive Director, MACC
Mr. Matt Power, President, MICUA
Dr. David Wilson, President, Morgan State University
College and University Chief Academic Officers

FROM: Emily A.A. Dow, Ph.D. Assistant Secretary of Academic Affairs

SUBJECT: Application for Re-approval of an Out-of-State Institution

The Maryland Higher Education Commission has received a renewal application from Embry Riddle Aeronautical University to continue to operate as an out-of-state institution under 13B.02.01 of the Code of Maryland Regulations until August 31, 2030. These regulations differ in form and content from the in-state institution regulations.

Embry- Riddle Aeronautical University

11th FSS/FSDE

1413 Arkansas Road, Suite 106

JB Andrews, MD 20762

Program Title	Award	Credits	Modality
Aeronautics	A.S.	60	Hybrid
Aviation Business Administration	A.S.	60	Hybrid
Aviation Maintenance	A.S.	60	Hybrid
Technical Management	A.S.	60-78	Hybrid
Aeronautics	B.S.	120	Hybrid
Aviation Business Administration	B.S.	120	Hybrid
Aviation Maintenance	B.S.	120	Hybrid
Business Analytics	B.S.	120	Hybrid
Engineering Technology	B.S.	122	Hybrid
Emergency Services	B.S.	120	Hybrid
Logistics and Supply Chain Management	B.S.	120	Hybrid
Project Management	B.S.	120	Hybrid
Technical Management	B.S.	120	Hybrid
Uncrewed and Autonomous Systems	B.S.	120	Hybrid
Business Administration in Aviation	M	30-36	Hybrid
Systems Engineering	M.S.	30	Hybrid

MARYLAND HIGHER EDUCATION COMMISSION

217 East Redwood Street • Suite 2100 • Baltimore, MD 21202

T 410.767.3300 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258 www.mhec.maryland.gov

Aeronautics	M.S.	30	Hybrid
Engineering Management	M.S.	30-36	Hybrid
Leadership	M.S.	Hybrid	30
Logistics and Supply Chain Management	M.S.	Hybrid	30
Management	M.S.	Hybrid	30-36
Management Information Systems	M.S.	Hybrid	30-33
Occupational Safety Management	M.S.	Hybrid	30
Project Management	M.S.	Hybrid	30
Unmanned Systems (<i>Name change: Previously Uncrewed and Autonomous Systems</i>)	M.S.	Hybrid	30
Aviation Maintenance Technology Part 65	UG -Cert	Hybrid	18

Written objections or comments to this application should be forwarded to the Academic Program Mailbox (acadprop.mhec@maryland.gov), by **August 8, 2025**. Comments or objections must be accompanied by detailed information supporting the reasons for the comments and objections.

CC: Ellen Klene, Senior Director of Contract and Administration, American University
Dr. Candace Caraco, Associate Vice Chancellor, Academic Affairs, USM
Dr. Angela Sherman, Vice President for Academic Affairs, MICUA
Ms. Jody Kallis, Legislative Director, MACC

File: OOS250009

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OOS RENEWAL

MARYLAND HIGHER EDUCATION COMMISSION Application for Renewal Approval for Out-of-State Degree-Granting Institutions to Operate in Maryland

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an *Application for Initial Approval* must be submitted for that location.

PREVIOUSLY APPROVED LOCATION IN MARYLAND.

Please provide the complete mailing address.

11th FSS/FSDE, 1413 Arkansas Road, Suite 106, JB Andrews, MD 20762

PROPOSED START DATE OF CONTINUED OPERATION. September 1, 2025

Applications must be submitted at least 5 months prior to the proposed start date.

NAME AND ADDRESS OF INSTITUTION APPLYING FOR APPROVAL.

Name of Institution: Embry-Riddle Aeronautical University

Web Address:
worldwide.erau.edu

OPEID Code: 00147900
U.S. Department of Education, Office of Postsecondary Education, ID Code – Title IV eligibility.

Chief Executives Officer: P. Barry Butler, Ph.D.

Mailing Address: 1 Aerospace Blvd, Daytona Beach, FL 32114

Telephone: 386-481-9096

Email: wwstateauth@erau.edu

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: Nicole Wallace

Title: Associate Director, State Authorizations

Mailing Address: 1 Aerospace Blvd, Daytona Beach, FL 32114

Telephone: 386-481-9096

Email: wwstateauth@erau.edu

***** CERTIFICATION *****

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

Date	P. Barry Butler, Ph.D. Print Name of Chief Executive Officer
P. Barry Butler Digitally signed by P. Barry Butler Date: 2025.03.10 16:08:00 -04'00' Signature of Chief Executive Officer	

Electronic applications are preferred for initial and renewal applications. You can send your application to oosauthorization.mhec@maryland.gov

**All payments should be mailed to:
Maryland Higher Education Commission
Director of Academic Affairs
Institution Review
[6 N. Liberty St., 10th Floor](#)
[Baltimore, Maryland 21201](#)**

A copy of these regulations can be found on the [Maryland Higher Education Commission's web site](#) (mhec.maryland.gov) along with an application form.

I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be renewed annually. However, “during or after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of- State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years.” COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek Extended Operation in Maryland for a period of time of up to 5 years?

☒ **Yes, we wish to seek extended renewal for 5 years.**

☐ **No**

II. SUPPORTING DOCUMENTATION

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

- ☒ Cover letter from the Chief Academic Officer addressed to the Secretary of Higher Education requesting renewal/extended renewal of the site and the approval of any new programs.

- ☒ Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Submit a copy of the institution's home campus catalog or other publication (graduate and undergraduate as applicable) that contains information on: academic progress standards, curricular content of the proposed programs, student services information, credit for prior learning as well as credit for practica, clinical experience, internships, and cooperative work experiences.

- ☒ Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

- ☒ Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

- ☒ Registration as an Out-of-State Corporation. (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: <https://dat.maryland.gov/Pages/default.aspx>. Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

- ☒ Certificate of Compliance with Fire and Safety Codes (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

- ☒ Board of Trustees Resolution of Financial Solvency (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

- ☒ Advertisements COMAR 13B.02.01.07D(3)(p)

Please provide copies of the promotional materials including social media accounts, websites and printed materials.

- ☒ Enrollment Data as Prescribed by the Secretary (Must accompany all renewals) COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

- ☒ Faculty Compliance Report for each program (Must accompany all renewals) COMAR 13B.02.01.16C

At least 1/3 of the classes offered shall be taught by full-time faculty of the parent institution. Submit a Faculty Compliance Report¹ for each previously approved and newly proposed program.

- ☒ Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan² allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland. This plan may vary by program.

¹ Requirements and forms for a Faculty Compliance Report are available on the Out-of-State Degree Granting Institutions page of our website: mhec.maryland.gov

² A teach-out plan is an institution's written plan to ensure its students are treated fairly with regard to finishing their programs of study. Minimum requirements for a teach-out plan are available on the Out-of-State Degree Granting Institutions page of our website: mhec.maryland.gov

III. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

SECTION 1: Institutional Information

1. Administrative Staff. The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

INSTRUCTIONS: Has any previously reported Administrative Staff information changed since your last approval at this location? ☒ Yes ☐ No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled “A-3: Administrative Staff Changes”) to this application with any changes to the following questions:

(a) How are you planning to meet the above standard on Administrative Staff?

Please see: A-3 Administrative Staff Changes - Site Director Job Description

(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

Please see: A-3 Administrative Staff Changes - Jasmine Everett - Site Director Resume

2. Library Resources. Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

INSTRUCTIONS: Has any previously reported library information changed since your last approval at this location? ☐ Yes ☒ No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled “A-5: Library Changes”) to this application with any changes to the following questions.

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for technical assistance or IT/support for library resources?

NA

3. **Student Services.** COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well-developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provisions for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

(a) How do you plan to implement the requirements for Student Services cited above?

Please see attachment: Student Services

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

Please see attachment: Privacy of Student Records (FERPA)

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students?

☒ Yes ☐ No

How will it make this available to its students at the proposed instructional site? **A New Student Orientation is assigned to all new students via a Canvas course. Additionally, the Student Handbook is available through this orientation or through our main portal, ERNIE, on the Dean of Students page.**

If this statement is in the Catalog you submitted with the application, please indicate the page number:
If not in the Catalog you submitted, please provide us with a copy of the statement.

Please see attachment: New Student Orientation Canvas Course & Student Handbook

(d) Does the institution have a published student grievance procedure? ☒ Yes ☐ No

If this procedure is in the Catalog you submitted with the application, please indicate the page number 44-45

If your policy is on your website or electronically, please provide a link and a copy of the student grievance policy.

If not in the Catalog you submitted, please provide us with a copy of the grievance procedure and the name of the administrator (name, title, contact information).

4. **Facilities.** (See COMAR 13B.02.01.19).

INSTRUCTIONS: Has any previously reported Facilities information changed since your last approval at this location? ☐ Yes ☒ No

If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? ☒ Yes ☐ No

(1) If yes, please provide a copy of the Certificate of Compliance.

Please see attachment: Fire Inspection - Andrews

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

NA

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

NA

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

NA

5. Distance Education. COMAR 13B.02.01.03(8). “Distance education” means education that uses one or more of the following technologies to deliver instruction to students who are separated from the instructor, and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously:

- (a) Internet;
- (b) One-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices;
- (c) Audio conferencing; and
- (d) Video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with a technology listed in (a) – (c).

An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

INSTRUCTIONS. Is the institution providing distance education as defined above? ☒ Yes ☐ No
If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled “A-8: Distance Education”) to this application

Please see attachment: A-8 Distance Education - ERAU - SACSCOC Online Approval
Contacted MHEC for clarification or copy of Standards of Good Practice on 02/25/25.
Happy to provide additional information as needed.

SECTION 2: Program Information

CURRENTLY OFFERED PROGRAMS.

1. Programs.

INSTRUCTIONS. Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled “A-1: Current Programs”) to this application with the required information.

Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
Please see attachment: A-1 Current Programs - Andrews				

NEW PROGRAMS

2. Programs

INSTRUCTIONS. Is the institution proposing any new programs at this location? ☐ Yes ☒ No
(Including any new Areas of Concentration)

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled “A-1: New Programs”) to this information with your responses to the following for each new program:

Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
NA				

For each new program complete an Out-of-State New Program and Sub Mod Cover Sheet with all required signatures and an Out-of-State New Program Application with required documentation.

Please see attachments: ERAU Enrollment Data - Andrews
MHEC Faculty Reporting - Andrews 2024

March 12, 2025

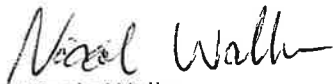
Maryland Higher Education Commission
217 E. Redwood Street
21st Floor
Baltimore, MD 21202

Dear Maryland Higher Education Commission,

Please find enclosed the 2025 renewal application fee of \$29,600 for the Embry-Riddle Aeronautical University – Worldwide sites at Andrews AFB and Patuxent River. We have a total of 28 programs approved at our Andrews AFB site. The fee was calculated for 26 active programs x \$850 + \$7,500 (includes 2 programs) = \$29,600.

We appreciate the opportunity to continue to serve the educational needs of the residents of the State of Maryland.

All the best,



Nicole Wallace
Associate Director, State Authorizations
Embry-Riddle Aeronautical University
386-481-9096
wwstateauth@erau.edu



1 Aerospace Boulevard
Daytona Beach, FL 32114

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Institution Name

State

Highest Degree Offered

Next Reaffirmation Year

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- [Name Change Cross Reference List](#)
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Embry-Riddle Aeronautical University

As of 2/25/2025

Former Name: Embry Riddle Aeronautical Institute (1968 – 1970)

The information on this page describes the accreditation relationship between this institution and the Southern Association of Colleges and Schools Commission on Colleges. General information about the Commission and the accreditation process is provided at the end of this document. In addition, links to definitions are provided for many of the terms used.

General Information

+ CEO Name

Dr. P. Barry Butler

+ Address

1 Aerospace Boulevard
Daytona Beach, FL 32114-3900

+ Country

United States

+ Institutional Phone

(386) 226-6000

+ Approved to Offer

Associate's Degree
Baccalaureate Degree
Master's Degree
Doctoral Degree

+ [View Available Programs](#)

+ [View Student Achievement Data](#)

Accreditation Information

+ Status

Accredited

+ Public Sanctions**+ Candidacy Date****+ Accreditation Granted**

01/01/1968

+ Reaffirmation

2022

+ Distance Education Approval Date

01/14/2002

+ Next Reaffirmation

2032

+ Next Fifth-Year Review

2028

+ Degree Level

VI

+ Control

Private, Not-For-Profit

SACSCOC Staff Member

Patricia Donat

(404) 994-6558

[Email](#)

In-Progress Reviews

2028 Fifth-Year Interim Report

2028 Interim OCIS Visit

2028 Interim OCIS Visit

Most Recent History with SACSCOC

2024 Institutional Special Response

2022 Reaffirmation Committee

2021 Off-Site Review

2019 Monitoring Report

2019 Referral Report

2019 Monitoring Report

Off-campus Instructional Sites (Additional Locations)

Types

- **Approved $\geq 50\%$:** Site is approved to offer any portion of a program. Additional programs may be offered with no further site notification or approval. Only sites offering 50% or more of a program require approval.
- **Approved Branch $\geq 50\%$:** Site is approved as a branch campus to offer any portion of a program. Additional programs may be offered with no further site notification or approval.
- **Approved Cert $\geq 50\%$:** Site is approved to offer any portion of a certificate program only. Additional certificate programs, or up to 50% of non-certificate programs, may be offered with no further site notification or approval.
- **Notified 25-49%:** Less than 50% of a program may be offered at the site. Less than 50% of additional programs may be offered with no further site notification.
- Sites offering less than 25% of a program do not require notification or approval.

Status

- **Open:** Instruction may be offered at the site consistent with the site type defined above.
- **Closed:** Closed sites are not shown. A site is closed when (1) the institution has stopped admitting students to the site and (2) SACSCOC has approved the site teach-out plan. Therefore, instruction may continue at a site under the teach-out plan after the site is closed.

+ ERAU - Andrews AFB

11th FSS/FSDE 1413 Arkansas Road
JB Andrews, MD 20762
United States
Type: Approved >= 50%
Status: Open

+ ERAU - Asia Institute

70 Seletar Aerospace View
797564
Singapore
Type: Approved >= 50%
Status: Open

+ ERAU - Atsugi NAF

NAF Atsugi Navy College Center Building 987, Room 209 Ayase-shi
Kanagawa-Ken 252-1105
Japan
Type: Approved >= 50%
Status: Open

+ ERAU - Aviano AB

Via Pedemonte 1
Aviano, 33081
Italy
Type: Notified 25-49%
Status: Open

+ ERAU - Barksdale AFB

723 Douhet Drive
Barksdale AFB, LA 71110
United States
Type: Approved >= 50%
Status: Open

+ ERAU - Beale AFB

9th FSS/FSDE 17849 16th Street
Beale AFB, CA 95903
United States
Type: Notified 25-49%

Status: Open

+ **ERAU - Beaufort MCAS**

Geiger Boulevard, Building 596, Room 210, MCAS
Beaufort, SC 29904
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Camp Humphreys**

Camp Humphreys Education Center, Building 657, Room 205
Pyeong-Taek
Korea, Republic of
Type: Approved >= 50%
Status: Open

+ **ERAU - Camp Lejeune**

825 Stone Street
Camp Lejeune, NC 28547
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Camp Pendleton MCAS**

Building 23195
MCAS Camp Pendleton, CA 92055
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Cartersville High School**

320 East Church Street
Cartersville, GA 30120
United States
Type: Notified 25-49%
Status: Open

+ **ERAU - Choctawhatchee High School**

110 Racetrack Road
Fort Walton Beach, FL 32547
United States
Type: Notified 25-49%
Status: Open

+ **ERAU - Corpus Christi**

10651 Avenue E, Building H-100
NAS Corpus Christi, TX 78419
United States
Type: Approved >= 50%

Status: Open

+ **ERAU - DFW Southlake**

1230 North Kimball Avenue Suite 150
Southlake, TX 76092
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Edwards AFB**

140 Methusa Road Building 2453
Edwards AFB, CA 93524-1400
United States
Type: Notified 25-49%
Status: Open

+ **ERAU - Europe Campus**

Suite 2-02.8 House of Logistics and Mobility (HOLM) GmbH Bessie-Coleman-Stralse 7 60549
Frankfurt am Main
Berlin
Germany
Type: Approved >= 50%
Status: Open

+ **ERAU - Fort Bragg**

4520 Knox Street
Fort Bragg, NC 28307
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Fort Campbell**

Glenn H. English Army Education Ctr 202 Bastogne Avenue, Room 126
Fort Campbell, KY 42223
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Fort Carson**

1675 Long Street Building1117, Room 110
Fort Carson, CO 80913
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Fort Lauderdale**

3201 West Commercial Boulevard, Suite 118
Fort Lauderdale, FL 33309
United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Fort Lewis**

Stone Education Center 6242 Colorado Ave.

Joint Base Lewis-McChord, WA 98433

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Fort Moore**

8150 Marne Rd

Fort Moore, GA 31905

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Fort Novosel**

Building 4502 Kingsman Street

Fort Novosel, AL 36362

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Fort Richardson**

Army Education Center, Building 7, Chilkoot Avenue, Suite 220,

Fort Richardson, AK 99505

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Futenma MCAS**

Turner Street, Building 407 MCAS Futenma

Okinawa

Japan

Type: Approved >= 50%

Status: Open

+ **ERAU - Grafenwoehr USAG**

ERAU Graf-Vilseck Tower Kaserne, Building 549

Grafenwoeher, BY 92655

Germany

Type: Approved >= 50%

Status: Open

+ **ERAU - Greensboro**

Caesar Cone II Aviation Building 1053 Old Stage Coach Trail #212

Greensboro, NC 27410

United States

Type: Notified 25-49%
Status: Open

+ **ERAU - Hickam AFB**

900 Hangar Ave., Hangar 2 Building 2060, Room 243
Hickam AFB, HI 96853
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Hohenfels USAG**

Hohenfels Education Center, Building 531, Room 8
Hohenfels
Germany
Type: Notified 25-49%
Status: Open

+ **ERAU - Hurlburt Field**

221 Likasik Avenue
Hurlburt Field, FL 32544
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Incirlik AB**

Base Building 975, Room 28
Incirlik Air Base
Turkey
Type: Approved >= 50%
Status: Open

+ **ERAU - Jacksonville Cecil Airport**

13370 Loop Road, Building 823
Jacksonville, FL 32221
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Jacksonville NAS**

6801 Roosevelt Boulevard Bldg 110, 2nd Floor
Jacksonville, FL 32212
United States
Type: Approved >= 50%
Status: Open

+ **ERAU - Kadena AB**

Kadena Air Base Education Center Building 59 Kadean-Cho
OkinawaShi,OkinawaKe 40000
Japan

Type: Approved >= 50%

Status: Open

+ **ERAU - Katterbach USAG**

Army Education Center, ATTN: ERAU, Katterbach Kaserne, Building 5817, Room 243, D-91522
Ansbach/Katterbach

Germany

Type: Approved >= 50%

Status: Open

+ **ERAU - Keesler AFB**

500 Fisher Street Building 701, Room 219

Keesler AFB, MS 39534

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Kirkland AFB**

1900 Wyoming Boulevard, SE Room 202

Kirtland AFB, NM 87117

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Lakenheath RAF**

RAF Lakenheath, Building 1215, GB IP279PN

Brandon, Suffolk

United Kingdom

Type: Approved >= 50%

Status: Open

+ **ERAU - Los Angeles**

5001 Airport Plaza Drive Suite 150

Long Beach, CA 90815

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - March AFB**

1351 Graeber Street, Building 2313

March AFB, CA 92518

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Miami**

5600 NW 36th Street, Suite 110

Miami, FL 33166

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Mildenhall RAF**

Building 427, RAF Mildenhall, IP288NF

Suffolk

United Kingdom

Type: Approved >= 50%

Status: Open

+ **ERAU - Minot AFB**

156 Missile Avenue, Suite 223

Minot AFB, ND 58705

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Misawa AB**

033-0012, Building Room 223,

Hirahata-1, Misawa-City, Amori

Japan

Type: Approved >= 50%

Status: Open

+ **ERAU - Moody AFB**

23rd FSS/FSDE, 3010 Robinson Road, Building 328

Moody AFB, GA 31699

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - New River MCAS**

AS 212 Bancroft Street MCAS New River

Jacksonville, NC 28540

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Norfolk NS**

1680 Gilbert Street Building IE, Room 11

Norfolk, VA 23511

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Oceanside**

3609 Ocean Ranch Boulevard Suite 200

Oceanside, CA 92056

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Oklahoma City**

8001 Mid America Boulevard, Suite 200

Oklahoma City, OK 73135

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Orlando**

3051 East Livingston Street, Suite 409

Orlando, FL 32803

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Osan AB**

Osan AB Building 787, Room 8

Pyeong-Taek

Korea, Republic of

Type: Approved >= 50%

Status: Open

+ **ERAU - Palmdale**

40015 North Sierra Highway Suite B-110

Palmdale, CA 93550

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Patuxent River**

21795-A North Shangri-La Drive

Lexington Park, MD 20653

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Phoenix Mesa**

5930 South Sossaman Road Suite 102

Mesa, AZ 85212

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Portland**

8338 N.E. Alderwood Road, Suite 155

Portland, OR 97220

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Ramstein AB**

Ramstein Education Center, ERAU, 86th FSS/FSDE, GEB 2120, DE D-66877

Ramstein Flugplatz

Germany

Type: Approved >= 50%

Status: Open

+ **ERAU - Randolph AFB**

802 FSS/FSDE 301 B Street West

Randolph AFB, TX 78150

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Redstone Arsenal USAG**

3495 Patton Rd

Redstone Arsenal, AL 35898

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Riverside Airport**

6951 Flight Road Suite 214

Riverside, CA 92518

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Robins AFB**

620 9th St Building 905

Robins AFB, GA 31098

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Rota NS**

Base Naval de Rota, Edificio 3293, Navy College, CP11520

Cadiz

Spain

Type: Approved >= 50%

Status: Open

+ **ERAU - San Diego**

8799 Balboa Avenue Suite 125

San Diego, CA 92123

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - San Francisco Bay Area**

7677 Oakport Street Suite 820

Oakland, CA 94621

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Savannah**

125 Southern Junction Boulevard, Building 200, Suite 204

Pooler, GA 31322

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Schofield Barracks**

Schofield Education Office Building 560, Stop 224, Room 202

Schofield Barracks, HI 96857

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Schriever SFB**

210 Falcon Parkway

Schriever SFB, CO 80912

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Seattle**

1000 Oakesdale Ave SW Suite 110

Renton, WA 98057

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Sigonella NAS**

NAS1 Sigonella, ERAU, Building 318, Room 1109, Strada Statale 192, 95100

Catania-Enna

Italy

Type: Approved >= 50%

Status: Open

+ **ERAU - Singapore Aviation Academy**

1 Aviation Drive

499876

Singapore

Type: Approved >= 50%

Status: Open

+ **ERAU - Travis AFB**

530 Hickam Avenue Building 249, Suite 30

Travis AFB, CA 94535

United States

Type: Notified 25-49%

Status: Open

+ **ERAU - Tyndall AFB**

921 Beacon Beach Road, Building 1230, Room 48

Tyndall AFB, FL 32403

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Vilseck USAG**

Vilseck Education Center, ATTN: ERAU, GEB 223, 3rd Floor, Room 3.12; BY 92249

Vilseck

Germany

Type: Notified 25-49%

Status: Open

+ **ERAU - Whidbey Island**

981 NE 21st Ct

Oak Harbor, WA 98277

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Wiesbaden USAG**

ERAU, Army Education Center, Clay Kaserne Building 1023E, DE 65205

Wiesbaden

Germany

Type: Notified 25-49%

Status: Open

+ **ERAU - Worldwide Headquarters**

2359 Beville Road

Daytona Beach, FL 32119

United States

Type: Approved >= 50%

Status: Open

+ **ERAU - Wright Patterson AFB**

2130 Fifth Street, Area B, Building 50

Wright Patterson, OH 45433

United States

Type: Approved >= 50%

Status: Open

+ ERAU - Yokosuka NB

Yokosuka Navy College Center Fleet Recreation Building 3008, Room 351B Yokosuka-Shi
Kanagawa-Ken 238-0041

Japan

Type: Approved >= 50%

Status: Open

+ ERAU - Yokota AB

Yokota AB Education Center, Building 316, Room 238
Fussa-Shi, Tokyo 197-001

Japan

Type: Approved >= 50%

Status: Open

+ Prescott Campus

3700 Willow Creek Road

Prescott, AZ 86301

United States

Type: Approved Branch >=50%

Status: Open

ABOUT SACSCOC AND ACCREDITATION

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional commission responsible for accrediting degree-granting institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and some institutions in Latin America and other international sites approved by the SACSCOC Board of Trustees. The SACSCOC Board of Trustees is the representative body of the member institutions also known as the College Delegate Assembly. To gain or maintain accreditation, an institution must comply with SACSCOC policies, procedures, and with all standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* in the professional judgment of peer reviewers. SACSCOC's institutional accreditation includes all degree levels regardless of location or mode of instruction.

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree-granting colleges and universities. There are six regions of the United States which regional agencies oversee. Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution, including its academic offerings, governance and administration, mission, finances, and resources. Institutions of higher education in the United States may also seek accreditation through national or specialized accreditation

agencies. National accreditation associations, like regional accreditors, accredit the institution as a whole. Specialized accreditation agencies accredit programs, departments or schools within a college or university.

Components of the Review Process

The SACSCOC Board of Trustees conducts several types of institutional reviews: (1) Candidate Committee reviews of applicant institutions seeking candidacy, (2) Accreditation Committee reviews of candidate institutions seeking initial membership, (3) Reaffirmation Committee reviews of member institutions seeking continued accreditation following a comprehensive review, (4) Special Committee reviews of member institutions seeking continued accreditation following evaluation of institutional circumstances that are accreditation related, and (5) Substantive Change Committee reviews of member institutions seeking approval and continued accreditation following the review of a change of a significant modification or expansion to the institution's nature and scope. Each of the above type of reviews has its own evaluation documents and peer review procedures and can be found on the SACSCOC website at www.sacscoc.org.

The Committees on Compliance and Reports (C&R), standing committees of the SACSCOC Board of Trustees, review reports prepared by evaluation committees and the institutional responses to those reports. A C&R Committee's recommendation regarding an institution's accreditation-related matters is forwarded to the Executive Council for review. The Executive Council recommends action to the SACSCOC Board of Trustees, which makes the final decision on reaffirmation and any monitoring activities that it may require of an institution. The SACSCOC Board of Trustees convenes twice a year.

Complaints Against SACSCOC Accredited Institutions

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognizes the value of information provided by students, employees, and others in determining whether an institution's performance is consistent with SACSCOC standards for obtaining or maintaining accreditation. The Commission's interest also is in ensuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that the procedures are applied appropriately and consistently. The procedures for the review of complaints involving member institutions enable SACSCOC to address possible violations of its *Principles of Accreditation*, its Core Requirements and Standards, SACSCOC policies or procedures, as well as to address possible violations of an institution's own policies and procedures, if related to the *Principles*.

Since SACSCOC's complaint procedures are for the purpose of addressing any significant non-compliance with SACSCOC *Principles of Accreditation*, policies, or procedures, **the procedures are not intended to be used to involve SACSCOC in disputes between individuals and member institutions, or cause SACSCOC to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations. Nor does SACSCOC seek redress on an individual's behalf. Under no circumstances does SACSCOC respond to, or take action on, any complaint or any allegation that contains defamatory statements. Further, SACSCOC will not serve as a grievance panel when the outcome of institutional grievance or appeal processes is unsatisfactory to the complainant.**

SACSCOC expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution's own published grievance procedures, before submitting a complaint to SACSCOC. Therefore, SACSCOC is under no obligation to consider additional information submitted by the complainant subsequent to the receipt of the formal complaint. SACSCOC's usual practice is not to consider a complaint that is currently in administrative proceedings, including institutional proceedings, or in litigation. However, if there is substantial, credible evidence that indicates systemic problems with an accredited institution, SACSCOC may, at its discretion, choose to proceed with the review.

In order for review by SACSCOC personnel, a formal complaint must be submitted **in writing** using the [SACSCOC "Complaints Against Institutions: Information Sheet and Form," signed](#), and **two copies** mailed to: **President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097**. SACSCOC will not review oral or anonymous complaints, and it will not consider complaints sent electronically or through facsimile transmission. In addition, SACSCOC will not act on complaints submitted on behalf of another individual or complaints forwarded to SACSCOC from another entity.

[Home](#)[Careers](#)[About](#)[Institutions](#)[Accreditation](#)[Documents](#)[News & Events](#)[Staff Portal](#)[Institutional Portal](#)[Evaluator/Volunteer Portal](#)[Presidential Search](#)[Complaints and Third-Party
Comments](#)

 1866 Southern Lane,
Decatur, GA 30033

 404.679.4500

 [Email Us](#)



January 11, 2023

Dr. P. Barry Butler
President
Embry-Riddle Aeronautical University
1 Aerospace Boulevard
Daytona Beach, FL 32114-3900

Dear Dr. Butler:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on December 4, 2022:

The SACSCOC Board of Trustees reaffirmed accreditation. No additional report was requested. Your institution's next reaffirmation will take place in 2032 unless otherwise notified.

Also, please submit to your SACSCOC staff member, preferably by email, a **one-page** executive summary of your institution's Quality Enhancement Plan. The summary is due **February 15, 2023**, and should include on the same page the following information: (1) the title of your Quality Enhancement Plan, (2) your institution's name, and (3) the name, title, and email address of an individual who can be contacted regarding its development or implementation. This summary will be posted to SACSCOC's website as a resource for other institutions undergoing the reaffirmation process.

All institutions are requested to submit an 'Impact Report of the Quality Enhancement Plan on Student Learning' as part of their 'Fifth-Year Interim Report' due five years before their next reaffirmation review. Institutions will be notified 11 months in advance by the President of SACSCOC regarding its specific due date. Directions for completion of the report will be included with the notification.

We appreciate your continued support of SACSCOC's activities and work. If you have questions, please contact the SACSCOC staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.
President

BSW:lbw

cc: Dr. Patricia L. Donat, Senior Vice President, SACSCOC

Dr. Sanjay Rai
Secretary of Higher Education
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

Resolution

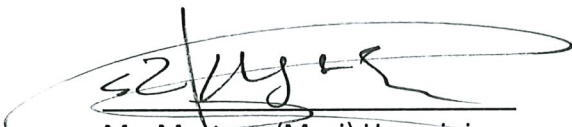
THIS RESOLUTION is made as of this 24th day of February 2025 by Embry-Riddle Aeronautical University, a non-profit corporation, for Dr. Sanjay Rai, the Secretary of Higher Education, **MARYLAND HIGHER EDUCATION COMMISSION.**

WHEREAS, with respect to the 2023-2024 fiscal year ending June 30, 2024; and

WHEREAS, Embry-Riddle Aeronautical University contracted KPMG LLP to perform the annual financial audit for 2024; and

WHEREAS, having reviewed and considered the Institution's current financial position,

NOW, THEREFORE, be it hereby resolved that, in the Board of Trustees' opinion, the Institution is solvent and there are reasonable grounds to believe that the Institution will be able to pay its debts as and when they become due and payable.



Mr. Morteza (Mori) Hosseini

Chairman, Embry-Riddle Aeronautical University Board of Trustees

EMBRY-RIDDLE Aeronautical University

Dr. Kelly Austin
Senior Vice President for Academic Affairs and Provost

February 20, 2025

Dr. Sanjay Rai
Secretary of Higher Education
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

Subject: Renewal Request for Embry-Riddle Aeronautical University Sites in Maryland

Dear Secretary Rai,

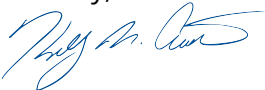
On behalf of Embry-Riddle Aeronautical University (ERAU), I am pleased to submit our request for the renewal of authorization to operate at our Maryland locations at Andrews Air Force Base and Patuxent River. We greatly appreciate the Maryland Higher Education Commission's continued support and the opportunity to offer our unique academic programs to students across the state.

For decades, ERAU has been dedicated to serving the needs of military personnel, veterans, and civilians pursuing advanced education in aviation, aerospace, engineering, and business. Our Maryland locations provide students with access to industry-leading faculty, flexible learning options, and specialized programs tailored to support workforce development in critical sectors. Through our continued presence at Andrews Air Force Base and Patuxent River, we remain committed to equipping Maryland students with the knowledge and skills necessary to thrive in high-demand fields.

At this time, we are not seeking to add any new programs; rather, we request to continue offering our existing degree programs as approved by the Commission. We look forward to continuing our partnership with the Maryland Higher Education Commission and remain available to provide any additional information needed to support the renewal process.

Thank you for your consideration, and we appreciate the opportunity to serve Maryland's students.

Sincerely,



Kelly M. Austin, Ph.D.
Senior Vice President for Academic Affairs and Provost
Embry-Riddle Aeronautical University



F L O R I D A | A R I Z O N A | W O R L D W I D E

1 Aerospace Boulevard • Daytona Beach, Florida 32114-3900
email: kelly.austin@erau.edu • telephone: 386-226-6216 • url: embryriddle.edu

Leading the World in Aviation and Aerospace Education since 1926.

Embry-Riddle Aeronautical University

Upon the recommendation of the Faculty,
the Board of Trustees
hereby confers upon

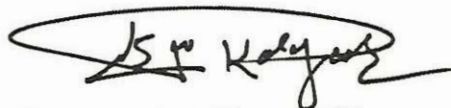
Maeke B. Lieve

the degree of

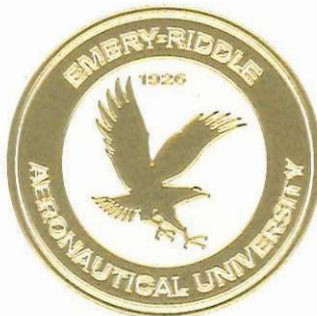
Associate in Science in Aeronautics

with all honors, rights and privileges thereunto appertaining.

In witness whereof, the signatures authorized by the Board of Trustees and the Seal of the
University are hereunto affixed at Daytona Beach, Florida,
this thirty-first day of July, in the year anno Domini two thousand and nineteen.



Chairman of the Board of Trustees



President of the University

Embry-Riddle Aeronautical University

Upon the recommendation of the Faculty,
the Board of Trustees
hereby confers upon

Maake B. Liere

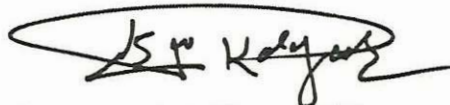
the degree of

Bachelor of Science in Aeronautics

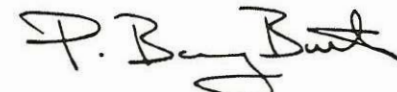
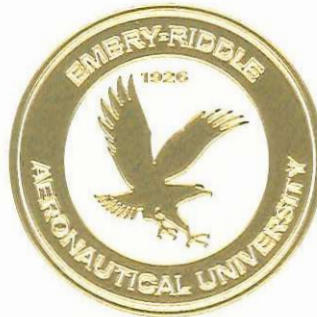
Earned Honors Here

with all honors, rights and privileges thereunto appertaining.

In witness whereof, the signatures authorized by the Board of Trustees and the Seal of the
University are hereunto affixed at Daytona Beach, Florida,
this thirty-first day of July, in the year anno Domini two thousand and nineteen.



Chairman of the Board of Trustees



President of the University

Embry-Riddle Aeronautical University

Upon the recommendation of the Faculty,
the Board of Trustees
hereby confers upon

Ernie A. Eagle

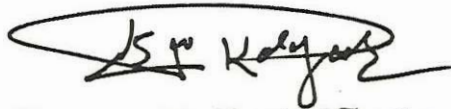
the degree of

Master of Science in Aeronautics

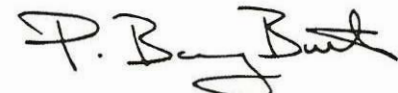
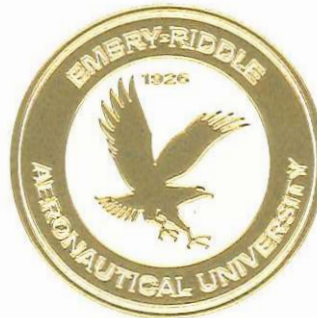
Earned Honors Here

with all honors, rights and privileges thereunto appertaining.

In witness whereof, the signatures authorized by the Board of Trustees and the Seal of the
University are hereunto affixed at Daytona Beach, Florida,
this thirty-first day of July, in the year anno Domini two thousand and nineteen.



Chairman of the Board of Trustees



President of the University

Embry-Riddle Aeronautical University

Hereby awards this certificate to

Sample S. Sample

for successful completion of studies in

Uncrewed Systems Technology

In witness whereof, the Seal of the University is hereunto affixed

at Daytona Beach, Florida,

this thirty-first day of January, in the year anno Domini two thousand and twenty four.




Chancellor

NEXT STEPS ///

HOW TO APPLY

Submit the following:

- Application: erau.edu/apply
- Official high school and/or college transcript or GED scores
- ACT and/or SAT scores (recommended)
- \$50 nonrefundable application fee

Please note: Additional documents may be required of specific audiences.

- We evaluate applications on a continuous basis. Once all documents have been received, we will notify you of your admission status.

Based on the quality of our programs and the exciting and growing industries we serve, Embry-Riddle degrees are in high demand. Some of our programs may have limited capacity, and we encourage you to check the website or contact one of our admissions counselors for updates.



SCHOLARSHIPS

Every student applying for admission is automatically considered for scholarships. Scholarships:

- Are based off of student's grade point average and test scores, if submitted.
- Do not have to be repaid.
- Are sometimes need-based and require a FAFSA be submitted.

FINANCIAL AID

94% of Embry-Riddle freshmen receive some form of financial aid through scholarships, grants and loans.

To apply for need-based financial aid:

- Fill out the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. It is available October 1 of the year before you intend to start college.
- Include Embry-Riddle's federal school code on the FAFSA: 001479.

The FAFSA is the first step in receiving additional aid. Notification of your complete financial aid package will arrive after you submit your FAFSA form. Federal and state financial aid programs are available to U.S. citizens or permanent residents who qualify.

COME VISIT

A visit to our residential campuses in Daytona Beach, Fla. and Prescott, Ariz. lasts about three hours and includes:

- Walking tour of campus.
- Meeting with admissions staff and getting answers to your admissions questions.

Register online, where you can customize your visit experience and view a schedule of available tour times. You may also request to sit in on a class or to meet with a professor, a financial aid advisor or an ROTC representative.

CONTACT US

Schedule your visit and learn more about Embry-Riddle.

Florida Campus | Daytona Beach
daytonabeach@erau.edu
386.226.6100 / 800.862.2416

Arizona Campus | Prescott
prescott@erau.edu
928.777.6600 / 800.888.3728

Worldwide /Online Campus
worldwide@erau.edu
800.522.6787

embryriddle.edu

OUT OF THIS WORLD.

Creating an innovative, self-healing polymer for use in aerospace settings and soft electronics

NEW IN ENGINEERING

Eagles win big — Students design award-winning aircraft

AND IN SPACE

Pushing boundaries — Eagles make history with commercial spaceflight

WINTER | 2022

WHO WE ARE

Embry-Riddle Aeronautical University offers the world's premier collection of programs in aviation, aerospace, engineering, business, security and intelligence. Students immerse themselves in real-world research, pushing boundaries and reaching new career frontiers. By the time they graduate, they've interned at top flight companies, probed the farthest reaches of the solar system and helped unravel the deepest mysteries of the human body, all in preparation for future success.

Where will your future take you? Find out at our campuses in Florida, Arizona or online anywhere in the world.



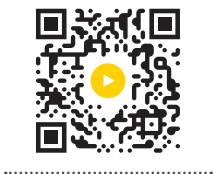
Eagles Land in the Top 10 at AIAA's Design, Build, Fly Competition

Innovation and teamwork paid off for Aerospace Engineering students at Embry-Riddle's Daytona Beach and Prescott campuses with both teams landing a spot in the top 10 out of over 90 universities.

The 2021 American Institute of Aeronautics and Astronautics (AIAA) Design, Build, Fly competition required teams to construct an unmanned aerial vehicle (UAV) with a towed sensor. With this year's competition being held virtually, teams from around the globe submitted video entries showing the design, construction and performance of their aircraft.

The Daytona Beach team placed third for its submission, a Sensor Towing Air Tractor (STAT). The aircraft featured a conventional, twin-motor design and a sensor with tail fins towed below and behind the aircraft using deployment and retraction mechanisms.

"The annual competition teaches our students about the essential engineering trade-offs in aircraft design to meet specific flight performance and mission requirements, similar to the actual aeronautical design problems faced by the industry," said Aerospace Engineering professor and Daytona Beach faculty advisor J. Gordon Leishman.



SEE IT IN ACTION & LEARN MORE
Daytona Beach team's third-place entry: Sensor Towing Air Tractor (STAT)

Aerospace Engineering students Ethan Boone ('21), Patric Hruswicki ('21), Guillermo Mazzilli ('21, '23), Caleb Reeves ('21) and Zefu Ren ('21, '22) built two iterations of the aircraft followed by months of intense testing to meet the necessary requirements.

The full team of over 15 students collaborated on STAT to bring home the campus' highest award in competition history.

"Becoming deeply involved in a technical project like Design, Build, Fly is the absolute best thing a student can do to set themselves up for their dream job," said Reeves, the team's chief engineer.

The Prescott team received eighth place for its submission, Project Aquila. The team's Integrated Product Team leads consisted of Aerospace Engineering students David Aksenfeld ('22), Evan Hefflin ('22), Jacob Kaufmann ('23) and Andrew Rogan ('22).

Many of the team's upper echelon were veterans from the year prior whose competition was cut short by the pandemic.

"For the design of our plane, our main objective was to keep things simple," said team project manager, Gavin McDaniel ('22). "We had proven last year that a high, conventional winged airframe constructed from laser-cut plywood and carbon fiber tubing met all of the checkmarks: it was capable, it was strong and it was quick to produce."

Altogether, the team built five aircraft throughout the spring semester, including an early aerodynamic test model.

BACHELOR'S PROGRAMS ///

	FL	AZ	WO
Aeronautical Science — Fixed Wing	▲	▲	
Aeronautical Science — Rotary		▲	
Aeronautics	▲	▲	▲
Aerospace Engineering	▲	▲	
Aerospace Physiology	▲		
Aerospace and Occupational Safety	▲		
Air Traffic Management	▲	▲	
Applied Biology		▲	
Astronomy and Astrophysics	▲	▲	
Aviation Business Administration	▲	▲	▲
Aviation Maintenance			▲
Aviation Maintenance Science	▲		
Business Administration	▲	▲	
Business Analytics			▲
Civil Engineering	▲		
Communication	▲		▲
Computational Mathematics	▲		
Computer Engineering	▲	▲	
Computer Science	▲		
Cyber Intelligence and Security		▲	
Data Science		▲	
Electrical Engineering	▲	▲	
Emergency Services			▲
Engineering			▲
Engineering Physics	▲		
Engineering Technology			▲
Forensic Accounting and Fraud Examination		▲	
Forensic Biology		▲	
Forensic Psychology		▲	
Global Business and Supply Chain Management		▲	
Global Conflict Studies	▲		
Global Security and Intelligence Studies		▲	
Homeland Security	▲		▲
Human Factors Psychology	▲	▲	
Industrial / Organizational Psychology		▲	
Interdisciplinary Studies	▲		▲
Leadership			▲
Logistics and Supply Chain Management			▲
Mechanical Engineering	▲	▲	
Meteorology	▲	▲	
Project Management			▲
Safety Management			▲
Simulation Science, Games and Animation		▲	
Software Engineering	▲	▲	
Space Physics	▲	▲	
Spaceflight Operations	▲		
Technical Management			▲
Unmanned Aircraft Systems	▲	▲	▲

▲ Florida Campus ▲ Arizona Campus ▲ Worldwide/Online

HANDS-ON EXPERIENCES



► Bright Ideas

Jenkins is a member of the Solar Studz team, which developed an award-winning plan to bring cost-effective, renewable solar energy to the University of Nebraska.

► Broader Approach

I wanted to differentiate myself from many engineers who are strictly focused on technical aspects of projects and take a broader approach to engineering by learning more about project management, finance, marketing and the many offerings made available by our College of Business.

Elijah Jenkins '21, '22

MECHANICAL ENGINEERING

BUSINESS ADMINISTRATION

Point Guard's Pursuit of Excellence

Mechanical Engineering and MBA student Elijah Jenkins has a championship mindset both on and off the court.

From leading the Eagles Men's Basketball team to its first ever NCAA tournament bid to being part of the winning U.S. Department of Energy Solar District Cup team, the 4.0 student-athlete has always strived for success.

"The championship aspirations held by Embry-Riddle's athletic programs are paralleled by similar goals in the classroom and in life," he said. "Being surrounded by that level of commitment and desire impacted the way I approach every single day of my life."

Jenkins graduated with a bachelor's degree in Mechanical Engineering in May and is now pursuing his MBA in Aviation. He hopes to explore career opportunities in renewable energy engineering as a project manager.



► A Perfect Match

Karnes channeled her passion for aviation into the air traffic control area of the industry, as she was drawn to the fast-paced environment and swift decision-making it requires.

Lucia Karnes '14, '21

UNMANNED SYSTEMS

AIR TRAFFIC MANAGEMENT

Flying Full Circle

A supportive group of faculty and peers helped Lucia Karnes continue her education while serving overseas in the Army.

Karnes began her Eagle journey in the Air Traffic Management program. While earning her bachelor's, she set the foundation for her career as a cadet in Embry-Riddle's Army ROTC unit.

After graduating and gaining some work experience, she joined the U.S. Army. While overseas, she decided it was time to rejoin Embry-Riddle to pursue her M.S. in Unmanned Systems.

Although military life presents its own obstacles, Karnes said that professors and other students were very understanding of the constraints she had.

"If I had chosen a school that didn't have as much military involvement, I don't know that the same level of flexibility would have been easy to come by."

She's now advancing her civilian career as a division manager for Boeing Intelligence & Analytics, where she works with aviation navigation for U.S. pilots.



► Limitless Use

Veracka's work aims to develop a material that can stretch and self-heal, two characteristics that are somewhat opposed to each other, he said. By finding just the right balance in the chemical components of the material, he envisions a wide range of applications, including self-healing space habitats that would be resilient against space debris and damage.

► Big Dreams

Having also assisted with COVID-19 response efforts and shadowing health providers, Veracka is intent on attending medical school and becoming a physician or surgeon.

John Veracka '22

AEROSPACE PHYSIOLOGY

A Passion for Research

Aerospace Physiology student John Veracka recently presented research on a new polymer at the national 2021 Posters on the Hill undergraduate research conference.

Veracka's research project, focused on an innovative polymer for use in aerospace settings and soft electronics, was one of 60 selected among hundreds of entries in the conference.

His research involves creating a material that can stretch and self-heal, which could be utilized in space and here on Earth. While existing self-healing materials often require a specific environment to work, Veracka hopes to create a material that can be self sufficient.

From self-healing space environments to car paint, phones and diabetic sensors, this polymer has the potential for a wide range of uses.

"If you make the extra effort, take the extra step, work hard and ask important questions, then you will be rewarded," he said. "You'll be able to conduct amazing research here at Embry-Riddle."



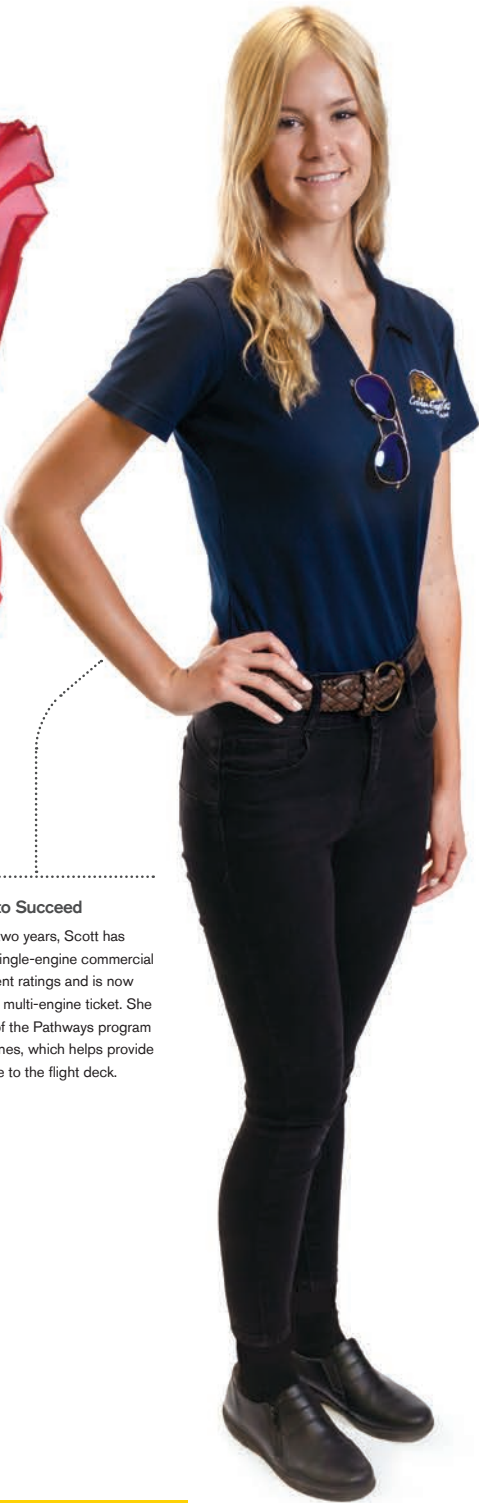
Lillian Borchardt '22

COMPUTATIONAL MATHEMATICS

Choreographing a Career Path

With Embry-Riddle, Computational Mathematics junior Lillian Borchardt can choreograph her own unique learning experience — and dance routines.

“One of my favorite things about math is how applicable it is to any position,” Borchardt said. While building a strong foundation in mathematics, her minors in Computer Science and Space Studies allow her to explore her interests in rapidly advancing technology, concepts of space exploration and more. Outside of the classroom, Borchardt is a lifelong dancer with experience in hip-hop, contemporary, ballet and jazz. Joining the Dancing Eagles gave her a creative outlet on campus and an opportunity to reconnect with her love for the performing arts. Her career goals range from building neural networks for machine learning to researching solutions to the loss of bone density in space. She also hopes to one day teach math and inspire the next generation of students.



Anna Scott '22

AERONAUTICAL SCIENCE

All-in With Aviation

Anna Scott’s first takeoff at the controls of a Cessna 172 pretty much charted her future course. Now, she’s making the most of her Embry-Riddle experience in the air and on the ground.

The Aeronautical Science major was elected as the chief pilot of the award-winning Golden Eagles Flight Team for the 2021-22 season and was one of several female fliers from Embry-Riddle to compete in the 2021 Air Race Classic collegiate competition in June. Scott also serves as the social media and membership chair for the Granite Mountain Ninety-Nines, a chapter of the international group that offers networking and scholarships to help support female pilots. Thanks to Embry-Riddle, her future in flight becomes closer every day. “When I went all-in with aviation, I knew I made the right decision,” she said. “I feel the same way about coming to Embry-Riddle.”



Parker Landon '22

SPACE PHYSICS
COMPUTER ENGINEERING

Out-of-This-World Discoveries

Not many students can say they have double-majored in Computer Engineering and Space Physics, but Parker Landon sure can.

Landon wasted no time taking advantage of the abundant research opportunities offered at Embry-Riddle. She started working with the Astrodynamics Software Development Team during her first semester. “I focused on developing a program to create 3D models of asteroids and their gravitational fields in our Julia Language Ephemeris Reader,” she said. “My mentor, Dr. Kaela Martin, helped me to develop my coding and mathematics skills for this project.” With the help of the Ephemeris Reader, her team can read databases filled with what Landon likes to call “the roadmap of the solar system.” This gives them access to the locations and speeds of celestial bodies such as planets, moons and even asteroids. The Astrodynamics Software Development Team was the first team to create a publicly available Julia Language Reader of this type, said Landon. They were even able to publish and present their one-of-a-kind work at AIAA SciTech 2020 in Orlando, Florida.

See Parker's Story



Driven to Succeed

In less than two years, Scott has earned her single-engine commercial and instrument ratings and is now pursuing her multi-engine ticket. She is also part of the Pathways program for PSA Airlines, which helps provide a direct route to the flight deck.

Higher Levels of Research

My experiences have solidified my goals to pursue graduate school. I love seeing connections from theory into the real world, and I think it would be exciting to continue into higher levels of research.

NOW TRENDING

2021 You've Been a Blast

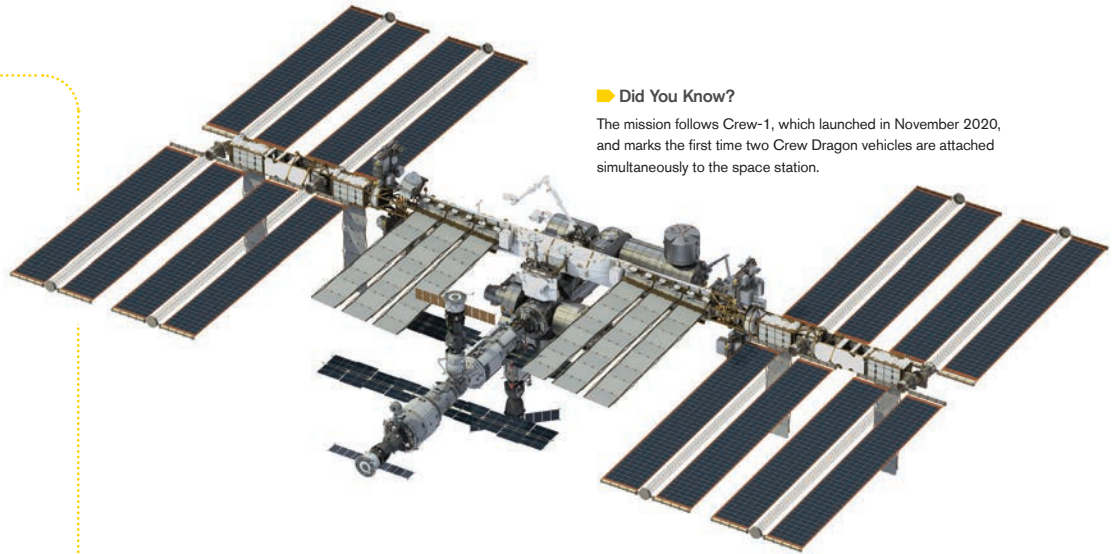
We are living in historic times where the aerospace industry is constantly pushing the boundaries of innovation.

Embry-Riddle alumni stand on the front lines of this exciting era and what once seemed an impossibility — commercial spaceflight. Driven by a passion for discovery, our Eagles have given us the collective experience of witnessing something extraordinary.

APR. 23. 2021

SpaceX Completes Crew-2 Mission

On April 23, SpaceX launched four astronauts from Kennedy Space Center to the International Space Station aboard a Crew Dragon vehicle. Crew-2 marked the company's third human mission for NASA.



Did You Know?

The mission follows Crew-1, which launched in November 2020, and marks the first time two Crew Dragon vehicles are attached simultaneously to the space station.

JUL. 11. 2021

Virgin Galactic Celebrates Unity 22 Launch

Virgin Galactic completed the first-ever human commercial spaceflight, Unity 22. This suborbital spaceflight of the SpaceShipTwo-class VSS Unity carried a team of two pilots and four mission specialists, including Sir Richard Branson.



Veronica McGowan, '16
Aerospace Engineering
Structural Design/Operations Engineer at Virgin Galactic

"My team and I are responsible for the design, build and maintenance of the spaceship and mothership airframes, which are essentially the bones of the vehicles that hold the systems, electronics and propulsion components. On launch day, I was the livestream 'mission host,' providing commentary and explanation of the various phases of the flight."

Photo: Virgin Galactic



SEPT. 15. 2021

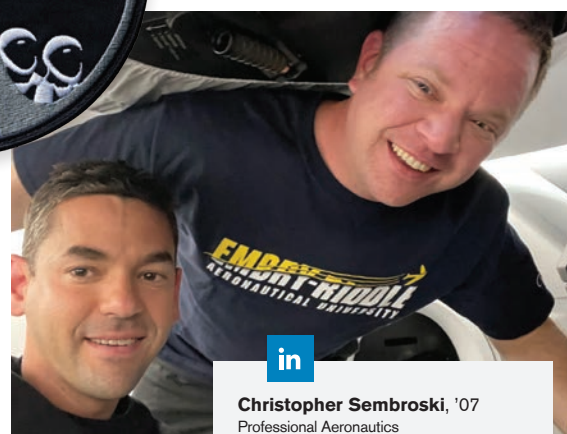
SpaceX Makes History with Inspiration4

On Sept. 15, Jared Isaacman ('12) and Chris Sembroski ('07) were two of four members of the world's first all-civilian orbital space mission.



Inspiration4

Inspiration4 is the world's first all-civilian mission to orbit — and half of its crew are graduates of Embry-Riddle Aeronautical University.



Christopher Sembroski, '07
Professional Aeronautics

Eagles in space! #erau

Everyone who looks up and wonders if they, too, could travel among the stars, [#Inspiration4](#) demonstrated that space is for all of us. We diligently put in an intense amount of work over the last 6 months to successfully and safely execute this mission. Thank you to everyone who has had a hand in opening the last frontier and for supporting me and my crew.

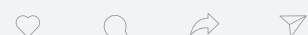


Photo: Inspiration4



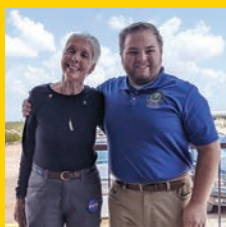
Bingeworthy

Countdown: Inspiration4 Mission to Space — A five-part docuseries jointly produced to chronicle, in near real-time, the successful SpaceX Inspiration4 orbital mission.

JUL. 20. 2021

Blue Origin Launches NS-16

July 20 marked the company's first crewed suborbital spaceflight with founder Jeff Bezos and three other passengers aboard the New Shepard rocket.



Part of History

Aerospace Engineering alumnus Collin Anderson ('18) with Wally Funk after her historic spaceflight in the New Shepard rocket. Anderson was one of the FAA Commercial Space Transportation safety inspectors on-console for the July launch.

"Being able to not only witness history but be a part of it was truly an experience unlike any other."

Collin Anderson, '18
Aerospace Engineering

The Thrill of Discovery

"When you read about the moon in a textbook, you sometimes wonder what it felt like to be at the forefront of those findings. Now, with all the data that will be gathered, we'll experience the thrill of discovery and inspire future generations to look at the moon in a different way."

Daniel Posada, '20, '23
Aerospace Engineering

SPRING. 2022

To the Moon: EagleCam Prepares for Historic Mission

Embry-Riddle students are set to make history next spring as they launch their EagleCam CubeSat to take the first-ever photos of a spacecraft's descent and extraterrestrial landing on the moon.



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Soaring Into a Dream Career

Aeronautics student Adva Amir ('22) arrived in the U.S. four years ago to begin her journey to become a pilot and has been making her mark on the aviation community ever since.

One of Amir's accomplishments has been co-founding Direct, a company that seeks to make air travel as casual as hailing a taxi. Along with her business partners, she hopes to create a platform that will help commuters reach their destination on their own schedules.

She was able to present her ideas for Direct at TREP Expo, Embry-Riddle's showcase of venture concepts. During the expo, she gained valuable insight and connections with professionals in the industry.

In early 2020, she also presented a TEDx Talk at the Prescott Campus titled "How Women Can Change the Future of the Aviation Industry." As a strong advocate for closing the gender gap in the aviation industry, she hopes to encourage more women to join aviation as she continues her career as a pilot.

Amir was hired by SkyWest Airlines in 2020, but unfortunately, the pandemic put a pause on her training. A year later, she was called back to complete her training and fulfill her goal of working on the flight deck.

At the beginning of April 2021, her dream finally came to fruition when she flew her first route with passengers on board.

Her advice for women interested in aviation?

"Get outside of your comfort zone and go after your dreams because you only live once. If you don't try, you won't know."

STUDENT FACTS ///

16,500⁺
UNDERGRADUATES

NO.1 ONLINE BACHELOR'S ///



TERMS ///

10
START TERMS PER YEAR FOR
ONLINE PROGRAMS

ONLINE CLASSES ///

- ▶ Students complete assignments, join discussions, study and ask questions on their own schedule.
- ▶ Courses are divided into nine week-long modules.
- ▶ Classwork takes eight to 12 hours per week.
- ▶ Students manage their time and resources while earning their degree.
- ▶ Faculty members use technology and gamification to enhance your learning experience.
- ▶ Completing your degree online can save you money on tuition, fees, transportation and housing costs.

Guiding the Next Generation

Thanks to Embry-Riddle's strong relationships with industry leaders, Aerospace Engineering and Management graduate Nishi Kelkar ('17, '21) is pursuing her passion for engineering as an integration lead at Collins Aerospace.

When she's not on duty at her full-time job, she's busy growing her new company — Project LaunchPad. "Project LaunchPad advocates for providing content to students on topics that directly impact their well-being," said Kelkar.

Through the company's growing Instagram profile, Project LaunchPad provides insight to students on financial stability, mental health awareness, career counseling and much more.

"In the next phase, we are planning to get courses up and running on subjects like financial mentoring and emotional intelligence."



**+ FOLLOW PROJECT LAUNCHPAD
ON INSTAGRAM & LEARN MORE**

@Project_Launchpad



FLORIDA CAMPUS

Our East Coast campus is only minutes from the beach and adjacent to an international airport and speedway.

 @erau_daytona

 @embryriddledaytona

 @eraudb

 daytonabeach.erau.edu

STUDENT FACTS

7,000

UNDERGRADUATES

- 50 states / 97 countries represented
- 11% International students

ATHLETIC TEAMS

WOMEN'S

- Basketball
- Cross Country
- Golf
- Lacrosse
- Rowing
- Soccer
- Softball
- Tennis
- Track & Field
- Volleyball

MEN'S

- Baseball
- Basketball
- Cross Country
- Golf
- Lacrosse
- Rowing
- Soccer
- Tennis
- Track & Field

COED

- Cheerleading

CLUBS & ORGS

200+ student clubs ranging from Mars Society to Musicians Club; and from Eagles FM-WIKD 102.5 to Microgravity Club; as well as Club, Intramural & Recreational Sports.

HIGHLIGHT STUDENT ORG

Uplifting Latina Aviators

There's a new student organization on campus at Embry-Riddle Daytona Beach: the Empowering Latina Leaders Aviation Subcommittee (ELLAS).

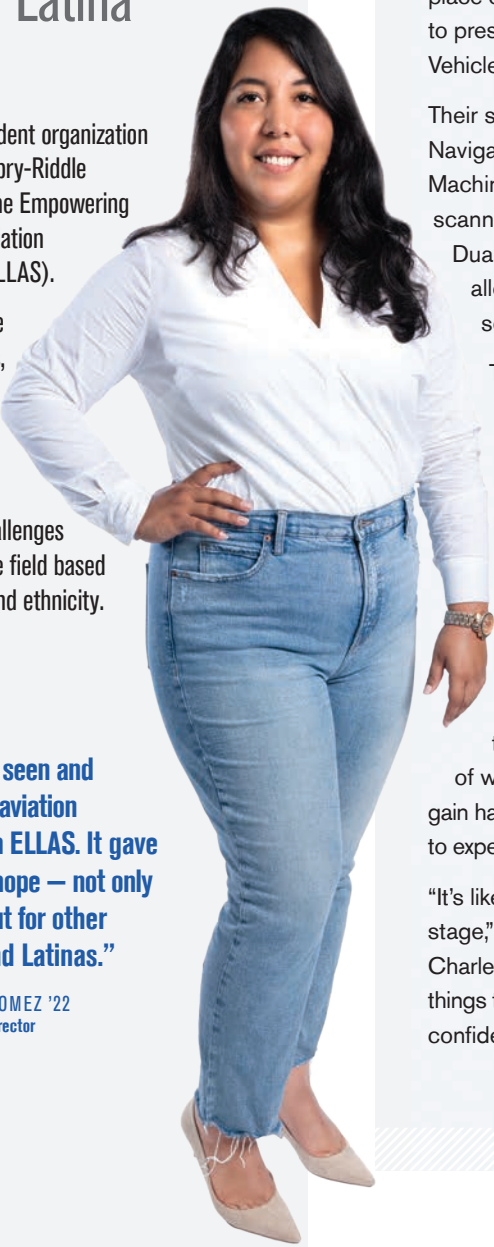
The subcommittee offers mentorships, workshops and guidance to help Latina aviators build confidence and overcome challenges experienced in the field based on gender, race and ethnicity.

“

“I finally felt seen and heard in the aviation industry with ELLAS. It gave me a lot of hope — not only for myself but for other Wwomen and Latinas.”

RAQUEL VILLAGOMEZ '22
ELLAS Executive Director

”



Robot Revolution

Robotics Team Receives Top Honors in Autonomous Vehicle Competition

In June, Mechanical Engineering students from the Robotics Association at Embry-Riddle (RAER) traveled to Auburn Hills, Michigan, to represent the university at the 2021 Intelligent Ground Vehicle Competition (IGVC). The team received first place overall, as well as \$4,500 in prize money and an invitation to present the winning vehicle at the Association for Unmanned Vehicle System International (AUUVSI) Xponential Conference.

Their submission, RAIN (Robot for Advanced Intelligent Navigation), uses sensors, an industrial-grade Automotive Machine Vision camera and a Velodyne Puck 16-beam laser scanner to detect and avoid obstacles. RAIN's VectorNav Dual Antenna GNSS-Aided Inertial Navigation System also allows it to determine heading and navigate through a series of GPS waypoints.

Team members Gabriel Alkire ('23), Ana Alvarez ('23), Joseph Corry ('22), Katie Lane ('24), Zachary Moser ('22), Andrew Strazds ('21) and Claude Watson III ('21) logged approximately 1,000 hours on the project.

“Being a part of this program was the best training I've gotten so far for my career,” said junior Ana Alvarez.

IGVC is one of seven annual competitions that RAER student teams participate in, all of which provide students with an opportunity to gain hands-on experience and present their designs to expert judges from industry and government.

“It's like a final exam on a national or international stage,” said Mechanical Engineering professor Charles Reinholtz. “Students are able to pull the things they learn in other classes together and gain confidence in their own education and ability.”



- High-Res camera system linked to computer vision algorithms to detect road lines and obstacles.
- The Velodyne® Puck High-res Lidar Sensor provides a full 360-degree environmental view to deliver accurate, real-time 3D data.
- LED status display keeps operators and observers informed.
- VectorNAV GPS/IMU system provides highly accurate position and orientation.

NASA Intern Explores the Business of Space

Following a four-year enlistment in the Marine Corps, Aviation Business Administration and future MBA student Jetro Gallo ('22, '24) discovered Embry-Riddle and an opportunity to pursue a career in the aviation and aerospace business.

The College of Business is helping Gallo establish a solid foundation for going out into the business world in the future, he said. Above all, he appreciates the community he's found at the university.

“My peers and I often send each other different jobs and internships based on our interests and the directions we want to pursue,” he said. “We look out for one another.”

Gallo began his rotation as a NASA Pathways intern at the Johnson Space Center in August.

It's no surprise that he was voted “Most Likely to Be the Next Elon Musk” by his classmates — Gallo hopes to continue working with NASA and eventually establish his own consulting firm.

“I most enjoy being part of the #ArtemisGeneration. It is such an exciting time to be with NASA with the Artemis Program, Gateway Program, James Webb Telescope, Landsat Program and many more all projected to launch in the future.”



ARIZONA CAMPUS

Located in the mountains between Phoenix and the Grand Canyon, our western campus offers natural beauty and outdoor adventures.



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prescott.erau.edu

Rocket Scientist on the Rise

Student's Journey From Embry-Riddle Rocket Development Lab to SpaceX

Zoe Brand ('23) discovered a knack for taking things apart and putting them back together as a member of her high school's robotics team. Paired with her passion for aviation and space, Embry-Riddle was a perfect fit for the aspiring engineer.

"The Mechanical Engineering program prepares you for the industry by allowing you to work one-on-one with highly skilled machinists, teaching you to understand the manufacturing behind your design," Brand said.

With a specialization in Propulsion, she focuses on thermal analysis and designing regeneratively cooled rocket engines. Along with numerous research projects, Brand is a former vice president of the Rocket Development Lab and currently serves as the chief engineer of Mountain Spirit, a student-built liquid rocket designed to reach the Kármán line.

"When I started at Embry-Riddle, I didn't know anything about rocket engines," she said. "Through the Rocket Development Lab and research with my professors, I have been able to design, develop and test liquid rocket engines before the end of my sophomore year."

In February, Brand was one of two Eagles and 44 students nationwide to receive the 2021 Brooke Owens Fellowship, a program that aims to promote gender diversity in the aerospace industry. As a fellow, she was awarded a paid professional internship with SpaceX in Hawthorne, California.

Brand spent her summer as a member of the propulsion components testing team and worked to track down anomalies in projects ranging from the Falcon 9 and Falcon Heavy rockets to Starship, a fully reusable, heavy-lift launch vehicle.

Equipped with a scuba certification and working toward a private pilot's license, Brand isn't limiting herself to making discoveries on land. She dreams of eventually becoming an astronaut to aid in space exploration and sustaining life on other planets.

Elevating the Student Experience

In March, students at Embry-Riddle's Prescott campus elected a group of four new Student Government Association (SGA) executives to lead the student body for the 2021-2022 school year.

The students chose President Hunter Langemo ('23), Vice President Jeramy Gordon ('22), Treasurer Dylan Astrup ('23) and Secretary Meagan Fama ('22).

"As a council, we are looking forward to this wonderful opportunity to lead during this unprecedented time of recovery from such a difficult year and a half," President Langemo said. "With many new services such as a recreational rentals program, a student nutrition initiative and many more in the works, we're excited to elevate the student experience."

The team plans to focus on outreach to get as much student feedback as possible to ensure their voices are heard.

STUDENT FACTS

3,000

UNDERGRADUATES

- ▶ 50 states / 41 countries represented
- ▶ 7% International students

ATHLETIC TEAMS

WOMEN'S

- ▶ Basketball
- ▶ Cross Country
- ▶ Golf
- ▶ Outdoor Track
- ▶ Soccer
- ▶ Softball
- ▶ Volleyball

MEN'S

- ▶ Baseball
- ▶ Basketball
- ▶ Cross Country
- ▶ Golf
- ▶ Outdoor Track
- ▶ Soccer
- ▶ Wrestling

CLUBS & ORGS

190+ student clubs ranging from the Mountain Biking Club to Society of Women Engineers; and from the Blue Eagles Skydiving Team to the Brotherhood of Steel; as well as a variety of Intramural and Recreational sports.

HIGHLIGHT

FLIGHT TEAM

Going for the Gold

The Golden Eagles Flight Team is making space for yet another trophy after taking home the 2021 NIFA SAFECON National Championship — a win that brings the highly decorated team to a total of 13 national championship titles, as well as 35 consecutive regional championships.

"I have been a member of the team since 2016, and in my time here I have never seen the team work harder than they did this year," said team captain and graduate student Colin Ho-Tseung ('20, '22).

Students from all degree programs are welcome to join the Golden Eagles. The team is already discussing strategy for next year's competition and looks forward to defending its title.

NIFA SAFECON

This year's National Intercollegiate Flying Association's Safety and Flight Evaluation Conference (NIFA SAFECON) featured 28 teams from universities across the country competing in events ranging from Aircraft Preflight Inspection to Aircraft Navigation and more.

COLIN HO-TSEUNG '20, '22
Team Captain, Golden Eagles Flight Team



Module 3

Student Responsibilities

In order to uphold the University's values and foster a community where individuals can thrive, ERAU Worldwide utilizes an Honor Code and a Student Code of Conduct. They establish clear expectations for behavior, promote a positive and respectful environment, and ensure that everyone is treated fairly.

Students shall:

- Hold themselves to the highest standards of personal honesty and ethical behavior.
- Respect themselves, fellow ERAU-WW students, faculty and staff, and members of our community.
- Behave in a manner that is ethical, respectful, responsible, and professional.
- Know the regulations and procedures required for attendance at the University.

For more information, please review the [ERAU Worldwide Student Handbook](https://worldwide.erau.edu/administration/student-handbook). [↗](https://worldwide.erau.edu/administration/student-handbook)
(<https://worldwide.erau.edu/administration/student-handbook>) For clarification on any policies and procedures, reach out to your academic advisor or the Student Affairs Office at wwstuaff@erau.edu (<mailto:wwstuaff@erau.edu>).

Successful Student Qualities (2:27 | ERAU)





View the [Successful Student Qualities Transcript \(DOCX\)](https://erau.instructure.com/courses/176606/files/40604385?wrap=1)
 [\(https://erau.instructure.com/courses/176606/files/40604385?wrap=1\)](https://erau.instructure.com/courses/176606/files/40604385?wrap=1) ↓
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Honor Code

The [Honor Code \(ERNIE\)](https://myerau.edu.sharepoint.com/sites/DoSWorldwide/SitePages/student-conduct.aspx?web=1%20,%20https://worldwide.erau.edu/administration/student-handbook) ➞

[\(https://myerau.edu.sharepoint.com/sites/DoSWorldwide/SitePages/student-conduct.aspx?web=1%20,%20https://worldwide.erau.edu/administration/student-handbook\)](https://myerau.edu.sharepoint.com/sites/DoSWorldwide/SitePages/student-conduct.aspx?web=1%20,%20https://worldwide.erau.edu/administration/student-handbook) is the Embry-Riddle Aeronautical University Worldwide Campus's statement on academic integrity and personal accountability. It articulates university expectations of students in establishing and maintaining the highest standards in academic work and personal conduct. The Honor Code is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community. An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student. ERAU students are responsible for their personal conduct at all times and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University.

The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to develop a community of honor, including taking action against those who violate the Code.

Therefore, as a student of Embry-Riddle Aeronautical University:

- I understand the importance of the Honor Code for myself, the university, and my community.
- I will hold myself to the highest standards of personal honesty and ethical behavior in my academic work.
- If I see an instance of academic dishonesty, I will take the appropriate steps that are consistent with the Honor Code.
- I will respect myself, fellow Embry-Riddle Aeronautical University students, faculty and staff, and members of our community, and I will do my best to apply the standards set forth by the Honor Code to my daily life.

As a member of the Embry-Riddle Aeronautical University community, I am committed to this Honor Code and maintaining the highest level of academic integrity and social and civic responsibility at our institution.

Penalties for violating the [Embry-Riddle Aeronautical University Worldwide Campus's Honor Code \(PDF\)](#) 

(<https://myerauedu.sharepoint.com/sites/AcademicAffairs/DocsWorldwide/ERAU-Worldwide-Campus-Honor-Code.pdf>) will be determined through the Worldwide Campus's Student Affairs office. Academic violations are handled per the Academic Integrity Policy, and Conduct violations are handled in accordance with the Student Conduct Policy.

Student Conduct

If an enrolled or continuing student is found responsible for an infraction of any of the following concepts, values, or behaviors, they will be subject to disciplinary action processed through the Student Affairs Office. Any applicant found to violate the student code of conduct during the application process may be denied admission. A student who leaves the University prior to the disposition of an alleged violation(s) will not be allowed to register for future semesters until the matter has been adjudicated through the disciplinary process. Sanctions imposed will depend on the severity of the violation(s) and/or the student's previous disciplinary record.

Please refer to the [Student Conduct \(ERAU\)](#)  (<https://catalog.erau.edu/worldwide/dean-of-students/student-conduct/>) section in the Worldwide Catalog.



Criminal Convictions and Violations

Unless specifically exempted from disclosure by law or order of court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors, and/or offenses that are punishable as a felony, as well as any drug-related convictions, or any arrests. Read more about [criminal convictions and violations \(ERAU\)](https://catalog.erau.edu/worldwide/dean-of-students/criminal-convictions-and-violations/) [\(https://catalog.erau.edu/worldwide/dean-of-students/criminal-convictions-and-violations/\)](https://catalog.erau.edu/worldwide/dean-of-students/criminal-convictions-and-violations/) in the Worldwide Catalog.



Module 3

Student Responsibilities (Continued)

Student Inactivity Policy

Early Alert (1:44 | ERAU)

View the [Early Alert Transcript \(DOCX\)](#).

<https://erau.instructure.com/courses/176606/files/40604383?wrap=1> 
https://erau.instructure.com/courses/176606/files/40604383/download?download_frd=1

In order to meet state regulatory requirements, ERAU has implemented a Student Inactivity Policy. As the student, you do not need to take any immediate action. However, you should be aware of the policy and what it means to you. A faculty member or Advisor may contact you to help you get back on track.

 You are inactive in a course for eight (8) calendar days, you will receive a notification, and your advisor will reach out to you with a message or call of support.

If you receive an inactivity message and believe it is an error, please contact your instructor, who will work with you to resolve it. If you are aware of an upcoming absence, please notify your instructor in advance to avoid receiving inactivity messages in error.

EagleVision /Face to Face Courses

Instructors will begin tracking activity through a Student Roster. To be counted as “active,” you must be present in the classroom/EagleVision course during scheduled meeting times.

Online Courses

Canvas will automatically track your activity. You will be considered active in an online course upon logging in to Canvas and accessing the course.

Important Note:

The Inactivity Policy does not impact your participation grade in any course, and receipt of an inactivity email is not a negative reflection on your performance as a student. We want to make every effort to offer support and to keep you actively engaged in your courses.

Undergraduate Skills Assessment

Worldwide undergraduate students seeking to register for all ENGL courses require skills assessment; ENGR & ESCI courses require both English and Math; PHYS 150/160/250/253 and MATH and STAT courses require the Math assessment.

The English Skills Assessment may be taken one time only; there will be no opportunity to retake the examination after the first time it is completed and scored. The Mathematics Skills Assessment allows for five (5) attempts; the course recommendation will be based on the highest score of all attempts.

Access your skills assessments on the [Skills Assessment and Placement Exams \(ERNIE\)](https://myerau.edu.sharepoint.com/sites/Placement/SitePages/Worldwide-Skills-Assessment.aspx)

<https://myerau.edu.sharepoint.com/sites/Placement/SitePages/Worldwide-Skills-Assessment.aspx> page.



Student Handbook

Disclaimer: Applicable rules and regulations may be modified or updated from time to time, and shall be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The online version of the student handbook shall be the official current version of applicable rules, regulations and procedure, and can be found on the [🔒 Dean of Students website in ERNIE](#).

Welcome From the Worldwide Chancellor

To our students,

Please allow me to congratulate you on being part of Embry-Riddle Aeronautical University. Your decision to become a student here reflects your commitment and dedication to achieving success both academically and professionally.

Our strengths are many, but the following stand out:

- Commitment to student service and success
- Commitment to academic quality
- Commitment to innovation
- Commitment to the military community

Thanks to the work and support of our faculty and staff, our alumni and students, and so many people in the communities we serve, Embry-Riddle Worldwide stands ready to help you achieve your educational and career goals.

John R. Watret, Ph.D., FRAeS
Chancellor, Worldwide Campus



Welcome From the Dean of Students Office

Whether this is your first college experience, or you are returning to enhance your skills, our office is here to support you and help ensure you are positioned to achieve your very best.

We support students by safeguarding our inclusive global community while inspiring affinity for the University. We achieve this by:

- Welcoming students to eUnion, our virtual community
- Supporting your wellbeing through our virtual wellness services
- Offering an Ombudsman
- Providing students with disabilities customized accommodations
- Providing a centralized grievance process

Visit the [🔒 Worldwide Dean of Students ERNIE page](#) to learn more! We are excited you are here and excited to be a part of your educational journey.

Our Values

Embry-Riddle Aeronautical University — Worldwide (ERAU-WW) provides a transformative educational experience through fostering collaboration and teamwork, ethical and responsible behavior, and a culture of research and discovery that mirrors the professions we serve. We focus on the development of the professional skills needed for success in global business. ERAU-WW is committed to providing a climate that facilitates the highest standards of academic achievement, innovation and entrepreneurship in a culturally diverse community that supports the unique needs of each individual.

Diversity Value Statement

Our campus culture nurtures and celebrates different and unique perspectives, while valuing the ideas and efforts of individual contributors in a safe and non-judgmental environment. We are committed to attracting and retaining a diverse group of students, faculty and staff. We promote civility and respect. We consider one of our missions to be the stewardship of students, who are our primary focus. Their well-being and feeling of belonging is paramount to Embry-Riddle Aeronautical University – Worldwide (ERAU-WW). We ensure that students feel welcomed and included into the ERAU-WW "family."

Safety and Security

We encourage university community members to take responsibility for their safety and security. By doing so, members of the university community assist in maintaining a safer and more secure environment.

In an emergency, call 911. Contact your local authorities if you are outside of the United States.

- Non-Emergencies: Contact your local campus staff member to report non-emergency situations.
- Student of Concern: If you have witnessed a situation involving a student that creates concern for their health and/or safety, feel like a student requires assistance or see a student behaving inappropriately, submit the **Student of Concern Form**  in ERNIE. This report goes to the Student Affairs Office.
- Sexual Misconduct and Harassment: Anyone may report sexual misconduct and/or harassment to the **Title IX Office**.

The **Annual Campus Security Report** is available on the **Consumer Information page**. It includes campus crime statistics for the previous three years and features security policies, procedures and safety recommendations.

Title IX and Sexual Misconduct Policies

Title IX of the Education Amendments of 1972 is a civil rights law prohibiting colleges and universities, which receive federal funds, from discrimination on the basis of sex. Discrimination under Title IX includes sexual harassment and sexual violence, including rape and sexual assault. The Clery Act requires colleges and universities participating in federal financial programs to maintain and disclose information related to crime on campuses, including sexual assault.

Title IX requires that any school receiving federal funding have a designated Title IX coordinator. It is imperative that employees and students report any incidents of sexual violence to the Title IX coordinator immediately, even if the report complaint was initially filed with another individual or office. Title IX requires a school to take prompt and effective steps to reasonably end sexual harassment and sexual violence that creates a hostile environment. For additional information and reporting, please visit the **Title IX website**.

Campus Sex Crimes Prevention Act

Information concerning sexual offenders or predators as required by the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act is available in the United States within each individual state. Please contact your local police department for additional information and reporting.

Honor Code

What the Honor Code Is

The Honor Code is a statement on academic integrity and personal accountability, articulating expectations of students and faculty in establishing and maintaining the highest standards in academic work and personal conduct. The Honor Code is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community. An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for their actions. Students are responsible for their conduct and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University.

The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to develop a community of honor, including taking action against those who violate the Code. Therefore, as a student of Embry-Riddle Aeronautical University — Worldwide (ERAU-WW), I will:

- Understand the importance of the Honor Code for the university, my community and myself.
- Hold myself to the highest standards of personal honesty and ethical behavior in my academic work.
- Take the appropriate steps consistent with the Honor Code, if I see an instance of academic dishonesty.
- Respect myself, fellow ERAU-WW students, faculty and staff, and members of our community, and I will do my best to apply the standards set forth by the Honor Code to my daily life.

As a member of the ERAU-WW community, I am committed to this Honor Code and maintaining the highest level of academic integrity and social and civic responsibility at our institution.

Violations of the Honor Code

Examples of conduct that have been regarded as being in violation of the Honor Code include:

- Any behavior in violation of the Student Code of Conduct.
- Copying from another's examination paper.
- Allowing another to copy from one's own paper.
- Unpermitted collaboration.
- Plagiarism.
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent.
- Giving or receiving unpermitted aid on a take-home or online examination.
- Representing as one's own work the work of another.
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.

Penalties for Violating the Honor Code

Penalties for violating the honor code will be determined through the Student Affairs office.

Academic violations are handled in accordance with the Academic Integrity Policy and Conduct violations are handled in accordance with the Student Conduct Policy.

Submitting Embry-Riddle content to resource sharing sites, such as Course Hero, CHEGG and Paper Camp, constitutes a direct violation to ERAU-WW's Intellectual Property and is a violation to the Student Code of Conduct Policy.

Students submitting any Embry-Riddle course material or previously submitted graded assignments to or from resource sharing websites will be considered in violation of the Academic Integrity Policy.

For the most detailed description, including definitions, please view the Honor Code above.

Student Code of Conduct

Preamble

Embry-Riddle Aeronautical University - Worldwide is resolute in supporting and successfully executing the University's values. The Student Code of Conduct ensures that all people behave and are treated in a manner that is ethical, respectful, responsible and professional. Additionally, it safeguards a culturally diverse, inclusive and supportive environment for all.

Introduction

The Dean of Students Office is dedicated to upholding the Student Code of Conduct and will hold applicants and enrolled or continuing students, responsible and accountable for an infraction of any of the following concepts, values or behaviors.

- Applicants: May be denied admissions or have their application administratively canceled.
- Enrolled or Continuing Students: Can be subject to disciplinary action processed through the Dean of Students Office.

Note: Discontinued Students with an unresolved alleged violation will not be allowed to register for a future semester until the matter has been adjudicated through the disciplinary process. This defines those students who have a pending alleged violation and failed to enroll within one year of their last class and wish to reapply to the university.

Sanctions imposed will depend on the severity of the violation(s) and/or the student's previous disciplinary record. The following is a list of violations:

- Abusive, Threatening or Bullying Behavior: Any conduct that threatens or endangers the health and/or safety of a member of the University community (including oneself) on or off University property; any place that the University conducts business or at a University-sponsored or -supervised activity. Behavior includes but is not limited to threats, intimidation, defiance, profanity, discrimination, harassment, coercion, bullying, cyberbullying, blackmail, sexual misconduct and/or stalking.
 - a. Verbal: Includes but not limited to communications made in person, by phone, voicemail or other auditory means.
 - b. Physical: Includes but not limited to assault; battery; fighting; alcohol poisoning; false imprisonment; prohibiting a person from entering or departing a room, car or event through force or presence; or otherwise confining a person and any unwanted physical contact between individuals or attempts of physical threat.
 - c. Written: Includes but not limited to instant messaging, internet usage, email, cell phone (texting, etc.), social networking sites (including the Virtual Community), letters, signs, chalkboards, whiteboards, discussion boards, memes and videos.
 - d. Retaliation: Action taken against another member of the community who has been identified as a reporter (complainant), victim or University representative alleging misconduct.
 - e. Implied: Includes but not limited to gestures, taunting comments, intimidation or any behaviors that are deemed to create a threatening or uncomfortable environment.

- f. Harassment: Harassment includes willful, intentional or a persistent act that knowingly and maliciously harms or annoys another individual. Bullying, intimidating and stalking will be considered forms of harassment and an Abusive/Threatening Behavior violation. Note that actions that are unwanted or unwelcomed can be considered a form of harassment.
- g. Sexual Misconduct: Includes but is not limited to sexual harassment, sexual discrimination, non-consensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, stalking, dating violence, domestic violence and intimate partner violence.
- Improper Language: Any language deemed disrespectful, unprofessional, aggressive or inappropriate in the learning environment.
- Alcohol/Drugs/Tobacco Use: Use and/or possession of alcohol or tobacco on University-owned property, with the exception of approved designated areas or events, is prohibited. Policies may differ regarding tobacco usage on military installations and on property that Embry-Riddle leases. It is advisable to check directly with those facilities. Illegal drugs are prohibited at all University-owned or -leased properties. Disruptive or destructive behavior associated with, or as a consequence of, drinking or the use of drugs is not an acceptable form of conduct. Being under the influence of alcohol or drugs does not excuse students from negative behaviors and/or violations of the code of conduct, policies, state and federal laws. Students should review the  **Alcohol and Drug Policy**.
- Computer Use and Security Violations (including attempted violations): Any misuse of computing facilities, software, hardware; unauthorized use of another individual's computer account; misuse of one's own computer account; or any violation of the policies for using University computers, equipment or computing network resources at Embry-Riddle or through the Embry-Riddle system.
- Criminal Violation: Violation of any State or Federal Criminal Code while on or off University-owned or leased property. A student accused, arrested or convicted of any misdemeanor, felony or sexual offense must notify the Dean of Students Office within 24 hours after their release from jail and/or a judgment.
- Disorderly Conduct: Include but not limited to excessively loud, lewd, indecent, obscene, disruptive or disrespectful conduct on University property or in connection with any and all University activity. Inciting others to be disruptive or disrespectful constitutes disorderly conduct.
- False Information: Knowingly providing false information or withholding information.
- False Representation and Forgery: Includes but is not limited to students sharing login information with another individual (someone logging into another student's account that does not belong to them). Additionally, includes students and student organizations forging, altering, falsifying, destroying, misuse or unauthorized use of reproduction of a University document, the signature or computer login of university personnel, record or identification; or using Embry-Riddle stationary, business cards or logo.
- Military Installations: Students must adhere to the Department of Defense and base regulations and requirements, as applicable, concerning standards of conduct on the installation and access to the base. The university must report all disruptive behavior to the United States Government, and students may be barred from access to a military installation.
- Theft: Theft or attempted theft, unauthorized possession, misuse or wrongful appropriation of property, vandalism or malicious destruction, or sale of property not belonging to oneself.
- Unauthorized Entry or Use: Unauthorized entry or attempted entry or use of University facilities and/or equipment, including unauthorized possession, duplication or use of University keys, access codes, or unauthorized access to information, property or person.
- Vandalism: Includes but not limited to the misuse, attempted or destruction of University-owned or -leased equipment, building or emergency equipment.
- Weapons Possession: The possession of weapons or weapon replicas on or in proximity to a University property or activity is prohibited. This includes but is not limited to firearms, BB guns, air guns, knives, swords, machetes, blow darts, spears, compound bows/arrows, tasers, brass knuckles, slingshots, martial arts devices, dangerous chemicals, incendiary devices or other explosive substances, including fireworks or any device capable of firing or launching a projectile or other objects classified or used as weapons with potential for danger or harm.

- Other: Any other just cause, including behavior deemed inappropriate, unethical or not conducive to the learning environment.

Important Notes:

- Because the safety of our students and employees is paramount, all employees and students have an affirmative duty to immediately report to local or military police agencies should a student or other employee exhibit behavior at any University-sponsored activity that is deemed to threaten or endanger the health or safety of others.
- All employees and students have an affirmative duty to immediately report to local or military police agencies the presence of dangerous weapons on any premises owned or controlled by Embry-Riddle.

Sanctions

A student found responsible for violations under the Student Code of Conduct will be subject to disciplinary action. The sanctions are not imposed sequentially and relate to the severity of the violation. One or more sanctions may be imposed for the same violation.

Disciplinary sanctions may be imposed for violations under the Student Code of Conduct. All disciplinary sanctions are noted in the student's non-academic student file and may be kept indefinitely, including those of suspended or dismissed students.

- Educational Program
 - Student required to write an apology letter and/or paper, and complete an educational mini-course or any educational program deemed appropriate by the Dean of Students Office. A hold on course enrollment may be imposed until completion of educational program sanction.
- Restrictions
 - Student restricted from holding executive roles and/or leadership positions, and restricted from participation in university activities and/or programs within the university for a specific period. This may be temporary or permanent.
- Warning
 - A disciplinary warning is a verbal or written notice given to a student whose behavior is in violation of University policy.
- Probation
 - University Conduct Probation is an intermediate sanction imposed for a specific period. The probationary period allows a student to demonstrate acceptable behavior in order to continue enrollment at Embry-Riddle. Guidelines for a student's behavior may be included as conditions of the probation. If an offense is committed during the probation period, actions may be instituted that result in suspension or dismissal.
- Suspension
 - Suspension is an involuntary separation of the student from the University for a specific period. Readmission to the University may be granted after the suspension period or after conditions have been satisfactorily met.
- Dismissal
 - Dismissal is the involuntary and permanent separation of the student from the University. Note: An exception or alternation may be made for special circumstances by the Dean of Students on a case-by-case basis.

Note: The sanctions of Suspension and Dismissal are the most severe sanctions rendered and are determined by a committee through a unanimous vote. Their decision is final and not open to appeal.

Student Rights and Responsibilities



Student Responsibilities: Embry-Riddle Aeronautical University - Worldwide (ERAU-WW) students are responsible for knowing the regulations and procedures required for attendance at the University. These are detailed in University publications. A student who requires clarification should seek help from their academic advisor or the Student Affairs Office. Regulations will not be waived because a student is unaware of policies and procedures. The University reserves the right to change curricula and academic regulations and procedures without notice or obligation. The University reserves the right to cancel and/or modify a course or course modality at any time. All measures will be taken to adjust the course prior to the term start date.

Academic Integrity: ERAU-WW is committed to maintaining and upholding intellectual integrity. All students, faculty and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will involve imposing sanctions upon students who commit violations to the Honor Code. Penalties may include but are not limited to a failing grade on the assignment, a failing grade in a course, suspension or dismissal from the University, upon students who commit violations to the Honor Code. Students are responsible for reading and understanding the Honor Code.

ChatGPT and AI: The use of ChatGPT and other Artificial Intelligence (AI) tools in an educational setting must be guided by ethical principles and academic integrity. Students and faculty may use these tools for research support or aids to enhance their learning and scholarship but should not rely solely on them to produce original work. The University recognizes the potential benefits of AI but acknowledges the potential risks, such as creating unauthentic, inaccurate, biased, or harmful content. Faculty should inform their students of AI tools' potential benefits and risks. Students should follow best practices to ensure authentic scholastic accomplishment and academic integrity, including avoiding plagiarism or machine ghostwriting. Ultimately, the University upholds the importance of intellectual honesty and ethical research practices and expects the ERAU community to act in accordance with these principles when using AI tools.

Suspension and Dismissal for Cause: The University reserves the right to suspend or dismiss a student at any time, and without further reason, if the student exhibits undesirable conduct. Undesirable conduct includes any conduct that disrupts the educational process of the University or any actions that pose a risk to the health, safety or property of members of the University community. The University community may include but is not limited to other students, faculty, staff, administrative officers or the student themselves.

Student Grievance: It is the policy of ERAU-WW to administer its programs in a manner that is fair, equitable, academically sound and in accordance with the regulations and criteria of its governing board, accrediting association, and federal and state laws and regulations. Students are provided an opportunity to express any concerns pertaining to ERAU-WW's policies, faculty or staff through the **Student Grievance Form** [↗](#). No adverse action will be taken against any student who files a complaint or grievance.

Students are encouraged to first address any issues with the faculty or staff member for which the grievance is based. If unresolved, the student should provide a written document outlining the situation and submit it to the Student Affairs Office through the Student Grievance Form. Students may contact the **Student Ombudsman** to gain advice and specific direction in seeking a resolution.

In the event a student going through the above-mentioned remedies is still not satisfied with the outcome of their grievance, they may make a final appeal in writing to the Chief Academic Officer (or designee) for academic issues or the Worldwide Dean of Students for conduct issues. For state-specific student grievance procedures, please visit the **State Authorizations page**.

Student Ombudsman

✉ wwombuds@erau.edu

The Ombudsman will listen to concerns, clarify issues and resolve conflicts by referring students to services. The Ombudsman is a source of information and assistance, concerning University policy and procedures.

Issues related to grades, differences of opinion with instructors or academic matters should first be brought to the faculty member or the appropriate campus staff.

The Ombudsman serves as an impartial representative of the University and is not directly involved in the area of the complaint or grievance.

How can the Ombudsman help you?

- By listening carefully to concerns and complaints.
- By helping analyze the situation.
- By identifying and explaining relevant University policies, procedures and problem-solving channels.
- By helping define options.
- By following up to make sure a concern is resolved.
- By recommending changes in University policies or procedures.

When the Ombudsman does not get involved?

- When you want legal advice or legal representation. The Ombudsman can advise you of your rights within the University but will not provide legal advice or represent you in a legal matter.
- When you have a non-University-related disagreement or problem.
- When you want someone to represent you in a University grievance procedure. The Ombudsman will discuss the process and clarify the options available before and after the proceedings.

Criminal Convictions and Violations



Unless specifically exempted from disclosure by law or order of court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors and/or offenses that are punishable as a felony.

Students or applicants who violate University rules, regulations or procedure, or who have criminal records, may be inconsistent with the safety and interests of the University.

Accordingly, the University may use its sole discretion to temporarily or permanently bar any student or applicant whose aforementioned violation is deemed by the University to pose an unreasonable risk to the interests of the University at large.

The applicable rules and regulations may be modified or updated from time to time and shall be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The electronic version of applicable rules, regulations and procedures shall be the official current version. For additional information, please contact Student Affairs at ✉ wwstuaff@erau.edu.

Sexual Harassment/Misconduct



Embry-Riddle Aeronautical University does not tolerate sexual harassment or sexual misconduct. Such conduct is harmful to the well-being of our community members, our learning and working environments, and the collegial relationships among students, faculty and staff that characterize the culture of Embry-Riddle. All forms of sexual harassment under the Title IX Sexual Harassment Policy or the University Sexual Misconduct Policy are regarded as policy violations, which could result in disciplinary action, including the possibility of separation from the university. For more information, visit the **Title IX Compliance website**.

FERPA



The **Family Educational Rights and Privacy Act of 1974 (FERPA)** [🔗](#) is a federal law designed to protect the privacy of and limit access to educational records. FERPA grants to student's certain rights, privileges and protections relative to the identifiable information contained within their educational records maintained by the University.

Specifically:

- Students have some control over disclosure of information. Records (with the exception of directory information) will be released to third parties outside the University only with student consent.
- Students have the right to inspect, review and request amendment of their educational records.
- Students have the right to challenge information contained within their educational records.
- Students have the right to file a complaint with the U.S. Department of Education if they believe their rights under FERPA are violated.

Records covered by FERPA include grades, housing information, financial status, results of disciplinary proceedings, etc. FERPA does not apply to Medical, Disability and Counseling records, which are confidential and protected. FERPA permits the release of directory-type information to third parties outside the institution without written consent.

Students may file a **🔒 Request for Non-Disclosure form** of Student Directory Information, meaning no information, including directory information, will be released, except as required by law. This means that the University cannot verify enrollment and degrees earned requests from potential employers or insurance companies.

Requests from the student for Enrollment Verifications or Transcripts may be honored regardless of the hold with verified student authorization. Requests for non-disclosure remain in effect even after graduation and may be rescinded with a verified signature. For students who have rescinded their Non-Disclosure and left the University, it can only be reinstated if the individual re- enrolls.

Directory information includes:

- Name
- ERAU e-mail
- Campus, school or college attended
- Course of study and areas of specialization
- Dates admitted, attended and graduated
- Enrollment and class status (freshman, senior, full-time, part-time, etc.)
- Degrees sought or earned and dates received or anticipated
- Awards, honors and special programs or recognitions (for student athletes and scholarship recipients)
- ERAU ID photograph

The following is also included as Directory Information but is only released for compelling reasons and only with advance approval of the Registrar, Dean of Students or their designee:

- Permanent or local mailing addresses and telephone numbers
- Non-ERAU email addresses or account information
- Date of birth
- Factual disciplinary history, including the results of disciplinary processes or the fact that action was pending at the

time of withdrawal

- Information from public sources

Directory information cannot include identification or social security number, race, ethnicity, nationality or gender.

To request Non-Disclosure of Directory Information: The  **Non-Disclosure of Directory Information form** must be completed and presented to University personnel along with a photo ID. Unless notarized, the form should be signed in the presence of University personnel after identification has been verified.

Non-directory information contained within a student's record may include: grades, GPA, disciplinary proceedings, and social security and student numbers. Disclosure of non-directory, personally identifiable information requires student consent. This means that the University must withhold such information from parents and others, who believe their relationship with the student entitles them to have the information (even on occasions when the student prefers the information be released), if consent for release is not given.

Consent for release is not required for disclosure: to school officials, including the National Student Clearinghouse, with legitimate educational interests; to state, federal and local authorities conducting audits, evaluations or enforcement of education programs, or to organizations working on their behalf; to accrediting organizations; in connection with financial aid; to parents of a dependent child when the most recent tax return is provided; in compliance with a lawfully issued subpoena; in a health or safety emergency.

If you are a current student, you may review the training for  **granting auxiliary access**. Students may grant Auxiliary Access to non-directory records through Campus Solutions in their Student Self Service Center, under FERPA. The University cannot release non-directory information if it has not been given permission to do so, unless under the circumstances listed above. The University is able to release non-directory information only when the student has granted access via Auxiliary Access. FERPA forbids requiring students to give such permission. Once Auxiliary Access has been granted, the University will be able to disclose non-directory information and respond to inquiries from individuals designated by the student. Students may revise their designations for disclosure at any time through Auxiliary Access in Campus Solutions.

Consumer Information

The **Higher Education Opportunity Act of 2008**  requires colleges and universities to publicly disclose aspects of policies and procedures. The information provided is to aid families in making the best college decision possible for them. Please visit our **Consumer Information website** for further information.

Absence Verification

The Dean of Students Office provides support with emergency situations and the verification of these events in a confidential manner.

A student may request assistance from the Dean of Students Office to provide verification of an absence to a faculty member by:

1. Submitting an electronic request via the  **ERNIE Dean of Students page**.
2. Providing supportive documentation.

Please note that while the Dean of Students Office can help verify the documented circumstances, such verification does not guarantee an excused absence, rescheduled coursework, submission of missed assignments and/or makeup exam(s). The final decision regarding the approval to make up any missed work will be at the discretion of the faculty

member.

The Dean of Students Office highly recommends students communicate with faculty one-on-one regarding any absences that are non-urgent to make up any missed work. A Dean of Students staff member will notify the student of all outcomes and maintain the confidentiality of the request. Students who have chronic health or mental health concerns are encouraged to register with Student Accessibility Services (SAS) for additional support. If the absence is disability related and part of your established accommodations through the SAS Office, an absence verification form is not necessary. However, students experiencing an emergency situation that is not part of established accommodations can request an absence verification via the  **Absence Verification Form**. Any requests due to pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom deemed medically necessary by the student's physician should be directed to the **Student Accessibility Services Office**.

Academic Regulations and Procedures



See the Embry-Riddle Worldwide Catalog and **Student Services and Academic Affairs section**.

Additional Handbooks/Resources



Embry-Riddle Worldwide is committed to serving all veterans and their dependents. For information on the Worldwide Military & Veterans Student Services Office, including using benefits, the **Veterans Administration Handbook** is a valuable resource. We also recognize our responsibility under the mandates of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 to ensure equal access to its programs and services for students with a documented disability. To learn more about the services we offer, please review the  **ERNIE Student Accessibility Services page**.

Voter Registration



Section 487(a)(23) of the Higher Education Act of 1965, as amended, requires institutions to share information regarding voting. Students may find information online on how to **register to vote** , how to **volunteer to become a poll worker**  and how to **request your ballot**  if you are serving in the military or an overseas citizen.

Campus Departments and Services



Department	Phone	Email
Advising	800-522-6787	 wwadvise@erau.edu
Asia Campus	+65 6933 9580	 asia@erau.edu
Bookstore 		 supportb@erau.edu
Career Services	386-226-6092	 wwcarser@erau.edu
College of Arts & Sciences	800-522-6787	 wwasadm@erau.edu

College of Business	800-522-6787	✉ worldwide@erau.edu
🔒 Dean of Students	888-292-5727	✉ wwdos@erau.edu
🔒 EagleCard (Student ID Card)	386-226-7578	
eUnion	386-323-8973	✉ wweunion@erau.edu
Financial Aid	386-226-6915	✉ wwfinaid@erau.edu
Information Technology ↗	886-227-8325	✉ itsupport@erau.edu
International Student Service	386-226-6433 800-522-6787	✉ wwintstc@erau.edu
Hunt Library ↗	386-226-6433 800-522-6787	✉ library@erau.edu
🔒 Mentoring (Student Success Services)		
Office of the Registrar	866-393-9046	✉ worldwide.registrar@erau.edu
Professional Education	386-481-9070	✉ training@erau.edu
Student Affairs	888-292-5727	✉ wwstauff@erau.edu
🔒 Student Accessibility Services	386-226-7334	✉ wwsas@erau.edu
🔒 Student Government Association (SGA)		✉ wwstugov@erau.edu
🔒 Study Abroad	386-323-8973	✉ wwdos@erau.edu
🔒 Veteran's Affairs	855-785-0001	✉ wwva@erau.edu
VECTOR (Virtual Environment for Communication: Teaching, Outreach and Research)		✉ ristera@erau.edu ✉ dykemam@erau.edu
Wellness/Counseling ↗	866-492-2252	

Academic Calendar



Academic Calendar

Contact Us

Worldwide Campus

Embry-Riddle Aeronautical University

1 Aerospace Boulevard

Daytona Beach, FL 32114

📞 800-522-6787

✉️ worldwide@erau.edu



Have a Question?



Schedule a Call

Speak with a senior enrollment counselor



Email

Email us with a question

Privacy of Student Records (FERPA)

The University respects the rights and privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA). The University may disclose certain items of directory information without the consent of the student, unless the student submits a written non-disclosure request, verified by University personnel or a notary.

Students are required to file requests for non-disclosure with the Office of the Registrar. Non-disclosure requests remain in place permanently, unless the office is notified otherwise. Students may grant online access to select individuals via the student information system (auxiliary access); requests to grant online access cannot be processed by the Office of the Registrar. Auxiliary access is "view only" and does not permit the person who has been granted auxiliary access to act as an agent of the student, or to act upon the student's behalf.

Directory information consists of:

- Student name
- Permanent or local mailing addresses and telephone numbers*
- ERAU e-mail or box address
- Non-ERAU email addresses or account information*
- Date of birth*
- Major courses of study and areas of specialization
- Dates admitted, attended, and graduated
- Enrollment and class status
- Campus, school, or college attended
- Degrees sought or earned, and dates received or anticipated
- Awards, honors, and special programs or recognitions
- Most recent previous school attended
- For student-athletes and scholarship recipients, the ERAU ID and photograph
- Information from public sources

*Though directory information may be released without student consent, information of this nature is only released for compelling reasons.

The University shall obtain written consent from students before disclosing any personally identifiable information from their education records with the exception of the directory information.

The receipt of a written request to release an education record electronically satisfies this requirement. Such written consent must specify:

1. The records to be released.
2. The purpose of the disclosure.
3. Identify the party or class of parties to whom disclosure may be made and their address.
4. Do not designate a recipient fax number for requests, including academic transcripts; transcripts are not available via fax. If urgency exists, students are advised to request the delivery of an electronic transcript, via Parchment.
5. Must be signed and dated by the student or former student.

An institution may release personally identifiable information from a student's educational record without the student's written consent as required under federal law if the disclosure meets one or more of the conditions as defined under the *Exceptions to Written Consent Requirement* (§99.31).

The law authorizes students and former students the right to inspect and review information contained in their education records.

Students can submit written requests to the Office of the Registrar. Once a request is received, the Office of the Registrar is required to make the records available for inspection and review within 45 days.

FERPA allows disclosure of educational records or components thereof under certain conditions. Students desiring additional information regarding FERPA may review the ERAU Worldwide FERPA Notification in ERNIE or contact the Registrar's Office.

Transcript Requests

Embry-Riddle transcripts are provided through the Parchment Digital Credential Service.

- Current students may request an official transcript via the ERAU Online Student Services Portal at ERNIE. To access portal services, a student will need a current username and password. As logging into ERNIE satisfies federal requirements for establishing identity, students may then complete the Parchment Digital Credential Service online request form; there is no need to submit an additional signed request. Unofficial transcripts are available to current students only and may be obtained directly through Campus Solutions at no cost.
- Prior students and alumni may request an official transcript by visiting the Parchment Digital Credential Service website and completing the consent form that will allow its release. The consent form must be completed only the first time the service is used; it will be maintained by Parchment Digital Credential Service for future requests. Unofficial transcripts are not available to prior students and alumni who no longer have a current username and password for ERNIE.

Transcripts are available for delivery either in traditional paper form or electronically. The format must be selected by the student during the ordering process.

Transcripts issued by the University will reflect the academic record of the student in its entirety, including all undergraduate and graduate coursework. Student may not select, or suppress, specific terms of attendance or levels of study from their record when ordering transcripts.

There is a fee for either official paper or electronic transcripts. The fee is the same regardless of the format in which the transcript is issued.

The Office of the Registrar does not provide unofficial transcripts. Electronic transcripts may be obtained through the Parchment Digital Credential Service only. Transcripts are not available via fax.

Student transcripts and records are maintained in perpetuity.

STATE OF MARYLAND

Department of Assessments and Taxation

I, DANIEL K. PHILLIPS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATE CHARTERS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT EMBRY-RIDDLE AERONAUTICAL UNIVERSITY, INC. (F00946210) , QUALIFIED DECEMBER 28, 1978, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF FLORIDA AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT INTERSTATE, INTRASTATE AND FOREIGN BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS FEBRUARY 06, 2025.



Daniel K. Phillips
Director



700 East Pratt Street, 2nd Flr, Ste 2700, Baltimore, Maryland 21202
Telephone Baltimore Metro (410) 767-1344 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: gXRZbipcqUCHBpKhve1AKg
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>



Approved Programs – Andrews AFB
11th FSS/FSDE
1413 Arkansas Road, Suite 106
JB Andrews, MD 20762

Program Title	Degree	Mode of Instruction	Total Credit Hours (Semester)	Offered on Main Campus Yes/No
Aeronautics	A.S.	Hybrid	60	Yes
Aviation Business Administration	A.S.	Hybrid	60	Yes
Aviation Maintenance	A.S.	Hybrid	60	Yes
Technical Management	A.S.	Hybrid	60-78	Yes
Aeronautics	B.S.	Hybrid	120	Yes
Aviation Business Administration	B.S.	Hybrid	120	Yes
Aviation Maintenance	B.S.	Hybrid	120	Yes
Aviation Security (<i>no longer offered</i>)	B.S.	Hybrid	120	Yes
Business Analytics	B.S.	Hybrid	120	Yes
Engineering Technology	B.S.	Hybrid	122	Yes
Emergency Services	B.S.	Hybrid	120	Yes
Logistics and Supply Chain Management	B.S.	Hybrid	120	Yes
Project Management	B.S.	Hybrid	120	Yes
Technical Management	B.S.	Hybrid	120	Yes
Uncrewed and Autonomous Systems	B.S.	Hybrid	120	Yes
Business Administration in Aviation	M	Hybrid	30-36	Yes
Systems Engineering	M.S.	Hybrid	30	Yes
Aeronautics	M.S.	Hybrid	30	Yes
Engineering Management	M.S.	Hybrid	30-36	Yes
Information Security and Assurance (<i>no longer offered</i>)	M.S.	Hybrid	33	Yes
Leadership	M.S.	Hybrid	30	Yes
Logistics and Supply Chain Management	M.S.	Hybrid	30	Yes
Management	M.S.	Hybrid	30-36	Yes
Management Information Systems	M.S.	Hybrid	30-33	Yes
Occupational Safety Management	M.S.	Hybrid	30	Yes
Project Management	M.S.	Hybrid	30	Yes
Unmanned Systems (<i>Name change only - Uncrewed and Autonomous Systems</i>)	M.S.	Hybrid	30	Yes
Aviation Maintenance Technology Part 65	UG -Cert	Hybrid	18	Yes

Site Director – Job Description

Embry-Riddle Aeronautical University – Worldwide is hiring a Site Director at XXXX. The Site Director acts as the sole point of contact for Embry-Riddle at this location and is responsible for the academic and operational tasks of the Worldwide site. Duties include academic advising, budget, compliance, facility oversight, and University support (including community relations). Always promotes a positive University image. This position supports and promotes excellence in student services and community interaction at every opportunity throughout all U.S. locations. Participates as a team member and supports our team environment.

Job Responsibilities Include:

Advisement & Student Services

- Provide academic counseling on degree curriculums, regulations, and progression.
- Develop personalized degree plans and monitor student success.
- Assist students with registration, course selection, and academic challenges.
- Guide students on financial aid, tuition assistance, and Veterans Affairs benefits.
- Support student retention efforts through proactive outreach and engagement.
- Promote student involvement in university organizations and mentorship programs.
- Collaborate with faculty to address student concerns and enhance retention.

Student Communication & Engagement

- Maintain regular contact with students throughout their academic journey.
- Provide onboarding support to new students, ensuring a smooth transition.
- Offer proactive outreach to students at risk of attrition.
- Congratulate and guide students at graduation, promoting alumni engagement.

Management of Student Records

- Maintain accurate student records in university systems.
- Document advisement conversations and track academic progress.
- Assist in resolving enrollment and curriculum-related issues.

University & Site Support

- Oversee site operations, including facility management and compliance.
- Coordinate with senior leadership on budget planning and expense management.
- Engage with the local community to build partnerships and increase enrollment.
- Support graduation events, enrollment initiatives, and non-credit course opportunities.
- Ensure compliance with university policies, state regulations, and accreditation requirements.



Site Fiscal & Compliance Management

- Assist in budget development and expense monitoring.
- Ensure timely reporting and cost-saving measures for site operations.
- Maintain compliance with state, federal, and accreditation regulations.
- Oversee inventory and safeguard university assets.
- Coordinates with the educational services office and productively interacts with applicable Educations Services Officer.

Qualifications

Required Qualifications

- Bachelor's degree required
- At least three years of professional level experience, preferably working with students
- Proven ability to manage multiple priorities effectively in a professional setting.
- Candidates must have strong customer service experience and excellent communication skills. A customer-first attitude and professionalism are essential.

Required Skills, Knowledge, Abilities

- Analytical skills with an in-depth knowledge of information systems and technical expertise with Microsoft operating systems, Access, Excel, PowerPoint, Word, and Outlook/email, and preferably Salesforce experience.
- Ability to learn new things and keep up with the pace of changing technology.
- Ability to engage and connect with a diverse range of individuals in a friendly, approachable, and enthusiastic manner.
- Strong verbal and written communication skills.
- Ability to investigate, problem solve and make informed decisions.
- Working knowledge of office procedures and equipment



Student Enrollment Data Form

Out-of-State Degree Granting Institutions Operating in Maryland

Institution: Embry-Riddle Aeronautical University

Location: Andrews AFB

Unduplicated Headcount at this location for the past academic year: July 1, 2023 to June 30, 2024.

Person Completing the Student Enrollment Data Form: Nicole Wallace Telephone: 386-481-9096 Email: wwstateauth@erau.edu

Date Completed: 1/21/2025

County/Jurisdiction	Full-Time Undergraduates	Part-Time Undergraduates	Full-Time Graduates	Part-Time Graduates	TOTAL Enrollment
Allegany	0	0	0	0	0
Anne Arundel	2	0	0	0	2
Baltimore County	0	0	0	0	0
Baltimore City	1	0	0	0	1
Calvert	3	1	0	0	4
Caroline	0	0	0	0	0
Carroll	0	0	0	0	0
Cecil	0	0	0	0	0
Charles	1	0	0	0	1
Dorchester	0	0	0	0	0
Frederick	0	0	0	0	0
Garrett	0	0	0	0	0
Harford	0	0	0	0	0
Howard	1	0	0	0	1
Kent	0	0	0	0	0
Montgomery	1	0	0	0	1
Prince George's	1	2	0	0	3
Queen Anne's	0	0	0	0	0
St. Mary's	2	1	1	0	4
Somerset	0	0	0	0	0
Talbot	0	0	0	0	0
Washington	0	0	0	0	0

Wicomico	0	0	0	0	0
Worcester	0	0	0	0	0
Non-Maryland Residents	6	1	4	0	11
TOTALS	18	5	5	0	28

OOS Renewal 2012

Student Enrollment Data Form

Out-of-State Degree Granting Institutions Operating in Maryland

Institution: Embry-Riddle Aeronautical University

Location: Andrews AFB

Please provide for each program at this location, the Total Student Enrollment and Number of Graduates for the past academic year, July 1, 2023 to June 30, 2024, Duplicate this form as necessary.

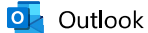
Date Completed: 08/23/2024

Individual Course <u>or</u> Program Major and Award	Full-Time Undergraduates		Part-Time Undergraduates		Full-Time Graduates		Part-Time Graduates		TOTAL Enrollment	*Total Graduates	
	Enroll	Grad	Enroll	Grad	Enroll	Grad	Enroll	Grad		UGRD	GRAD
AS Technical Management	0		0		0		0		0	1	0
BS Aeronautics	12		3		0		0		15	5	0
BS Aviation Business Administration	1		0		0		0		1	0	0
BS Aviation Maintenance	0		1		0		0		1	1	0
BS Business Analytics	1		0		0		0		1	0	0
BS Logistics and Supply Chain Management	2		0		0		0		2	1	0
BS Technical Management	2		1		0		0		3	0	0
M Business Administration Aviation	0		0		1		0		1	0	0
MS Aeronautics	0		0		3		0		3	0	1
MS Engineering Management	0		0		1		0		1	0	0
Total	18		5		5		0		28	8	1

OOS Renewal 2012

11

*We do not classify graduates as part time/full time as that is term dependent. Added column to show our 9 total graduates for the 23/24 academic year.

**[EXTERNAL] Fire Inspection Hazards for Bldg. 1413**

From BROADWATER, TIFFANY D CIV USAF AFDW 316 FSS/316 FSS <tiffany.broadwater.1@us.af.mil>

Date Mon 3/3/2025 11:19 AM

To TINSLEY, DAMEIN L CIV USAF AFDW 316 FSS/316 FSS <damein.tinsley@us.af.mil>; CARR, KENNETH S CIV USAF AFDW 316 FSS/316 FSS <kenneth.carr.12@us.af.mil>; MYERS, LANE P CIV USAF AFDW 316 FSS/316 FSS <lane.myers@us.af.mil>; EDWARDS, RANJIT V CIV USAF AFDW 316 FSS/BLDG 1413, 100 1 <ranjit.edwards.1@us.af.mil>; KELLEY, OLEN C III CIV USAF AFDW 316 FSS/FSDE <olen.kelley.1@us.af.mil>; SWITZER, CARMILLE I CIV AFDW AF/316 FSS/FSDE <carmille.switzer@us.af.mil>; CONKLIN, ERIKA T MSgt USAF AFDW 316 FSS/FSDE <erika.conklin@us.af.mil>; TORRES, FRANCINE E CIV USAF AFDW 316 FSS/FSDE <francine.torres.2@us.af.mil>; 'thompssn@pgcc.edu' <'thompssn@pgcc.edu'>; GRAHAM, TYRONE D MSgt USAF AFDW 316 FSS/ISR <tyrone.graham@us.af.mil>; FLOYD, NANCY CIV USAF AFDW 316 FSS/FSDEMT <nancy.floyd@us.af.mil>; ASARE, COFIE A CIV USAF AFDW 316 FSS/FSW <cofie.asare.2@us.af.mil>; 'Anthony Sharpe' <anthony.sharpe@umgc.edu>; BETHEA, SHAQUILLE D MSgt USAFR AFRC 316 FSS/ISR <shaquille.bethea@us.af.mil>; Andrews Site <ec60@erau.edu>; CLEMMONS, KIMBERLY N CIV USAF AFDW 316 FSS/FSDE <kimberly.clemmons@us.af.mil>; CADE, SASHA M TSgt USAF AFDW 316 FSS/316 FSS <sasha.cade@us.af.mil>; simeonhicks@webster.edu <simeonhicks@webster.edu>; Everett, Jasmine <EVEREJ14@erau.edu>; Danielle Quimbleyalexander <danielle.quimbleyalexander@umgc.edu>

1 attachment (148 KB)

image006.emz;

External Sender: Use caution with links, attachments, or when sharing information.

Good Morning!

During the Fire Prevention inspection, some offices were noted for having appliances plugged into extension cords, surge protectors, power strips, multiplug adapters or battery backup units. As a result, office occupants must rearrange and/or relocate appliances so that they can be plugged directly into electrical outlets per Air Force Manual 91-203, 2022 ed., PARA 8.4.7.

Below is the list of the hazards and pictures that were identified during the inspection. On Friday, March 14, 2025, I will come around to view the changes that were made to ensure that they are within standards. As a requirement, the fire inspector will inspect all areas with identified hazards to ensure that they have been fixed. When the date is confirmed, I will notify you.

Hazard Locations:

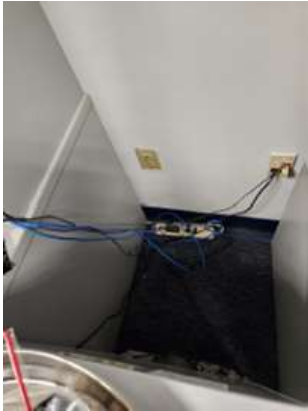
Room 103 - Keurig, refrigerator & water cooler plugged into a power strip (Corrected)

Room 105 - Keurig & refrigerator plugged into a power strip

Room 109 - Keurig, refrigerator & microwave plugged into a power strip Room 114 - Microwave plugged into a power strip

Room 208 - refrigerator plugged into a power strip





Kind Regards,
Tiffany Broadwater
Education and Training Center, Andrews AFB
(301) 981-3632

FIRE PREVENTION VISIT REPORT									
Agency Disclosure Notice									
The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.									
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS SHOWN IN ITEM 7.									
1. FILE NO. 2025-41		2. FACILITY NO. 1413 Area:1		3. DATE / TIME OF VISIT 07-Feb-2025 / 11:15		4. DATE CORRECTIVE ACTION REQUIRED 21-Mar-2025		5. SUSPENSE DATE 21-Mar-2025	
6. TO: AFOSI 7 FIS, AFOSI 2 FIS, Airmen Leadership School, Education Center		7. FROM: 316 CES/CEFP Inspector Smith 301-981-6977				8. TYPE OF INSPECTION ☐ QUARTERLY ☒ ANNUAL ☐ SPECIAL ☐ SEMIANNUAL ☐ OTHER ☐ UNSCHEDULED			
9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC		12. CORRECTIVE ACTION REQUIRED	
1) The exterior Knox box does not have keys or access cards for the interior doors for AFOSI 7 FIS, AFOSI 2 FIS, Airmen Leadership School, or Education Center areas. REF: NFPA 1, 2024 ed., PARA 18.2.2.1 - Access Box(es). The AHJ shall have the authority to require an access box(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security. The access box(es) shall be of an approved type listed in accordance with UL 1037.				III				1) A key or access card is needed so that fire department personnel can easily access the facility during an emergency. The facility managers should provide the JBA Fire Prevention office with keys or access cards capable of gaining access to all interior If needed, the facility manager should submit a work order request in NexGenIT to obtain a spare key. Contact fire prevention, 301-981-6977, to place the key or access card in the Knox Box.	
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ ☐ ☐ ☐				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist)		16. DATE	
						SMITH, DEITRICH A		18-Feb-2025	
						17. SIGNATURE (Fire Chief)		18. DATE	
						MILLER, DENNARD T		18-Feb-2025	

FIRE PREVENTION VISIT REPORT

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9. HAZARDS/DEFICIENCIES NOTED				10. FSD	11. RAC	12. CORRECTIVE ACTION REQUIRED		
2) In the AFOSI 7 FIS section, the fire extinguisher near room 311 and the extinguisher near the fish bowl were overdue for 12 year hydrostatic testing. REF: NFPA 10, 2022 ed., PARA 8.3.1 - Dry chemical and dry powder, stored-pressure extinguishers will be hydrostatically tested every 12 years.				III		2) The facility manager should contact a certified fire extinguisher maintenance contractor and arrange to have all required inspections, maintenance, and testing performed. Alternatively, the facility manager can purchase new extinguishers to replace any out of service extinguishers. Excess extinguishers can be taken to the JB Andrews recycling center at BLDG 3350. Per DAFMAN 91-203, PARA 6.2.6.4, facility managers and using organizations are responsible for the purchase and maintenance of fire extinguishers.		
3) In the AFOSI 7 FIS section, in room 312, a refrigerator and microwave were plugged into a power strip. In the Det 331 commanders office, a microwave and Keurig were plugged into a power strip. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet.				III		3) The facility manager or building occupants should relocate appliances so that they can be plugged directly into electrical outlets. Ensure that all refrigerators, microwaves, coffeemakers and similar appliances in the building are plugged directly into electrical outlets.		
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ NEED ATTN. ☒ A. FIRE REPORTING ☒ B. FIRE EXTINGUISHERS ☒ C. FACILITY EVACUATION ☐ D. NOT APPLICABLE		14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist)		16. DATE		
				SMITH, DEITRICH A		18-Feb-2025		
				17. SIGNATURE (Fire Chief)		18. DATE		
				MILLER, DENNARD T		18-Feb-2025		

FIRE PREVENTION VISIT REPORT									
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC		4) In a non-sprinklered building, there should be at least 2 ft of clearance between the ceiling and any stored items. The facility manager or building occupants should relocate any items that are stored within 2 ft of the ceiling in non-sprinklered areas of the building. The facility manager or building occupants should ensure that at least 2 ft of clear space is maintained between the ceiling and the top of stored items in non-sprinklered areas of the building.	
4) In the AFOSI 7 FIS section, in multiple areas, stored items on shelves were too close to the ceiling. REF: NFPA 1, 2024 ed., PARA 10.19.3.1 - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in nonsprinklered areas of buildings. Locations: room 325, women's restroom, storage room, evidence room, other areas				III					
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ A. FIRE REPORTING ☐ B. FIRE EXTINGUISHERS ☐ C. FACILITY EVACUATION ☐ D. NOT APPLICABLE				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist)		16. DATE	
						SMITH, DEITRICH A		18-Feb-2025	
				17. SIGNATURE (Fire Chief)		18. DATE		18-Feb-2025	
				MILLER, DENNARD T					

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6. TO: AFOSI 7 FIS, AFOSI 2 FIS, Airmen Leadership School, Education Center		7. FROM: 316 CES/CEFP Inspector Smith 301-981-6977		8. TYPE OF INSPECTION ☐ QUARTERLY ☒ ANNUAL ☐ SPECIAL ☐ SEMIANNUAL ☐ OTHER ☐ UNSCHEDULED		12. CORRECTIVE ACTION REQUIRED			
9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC			
5) In the AFOSI 7 FIS section, in the 3rd floor east stairwell, the emergency light did not work. The light did not illuminate when the 'test' button was pressed. Near room 321, a emergency light bulb was burned out and did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.				I				5) At least once per month, the facility manager should check each emergency light for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. Lights should illuminate. If an emergency light does not illuminate, the facility manager should submit a work order in NexGenIT to repair or replace the inoperable emergency light(s).	
6) In the AFOSI 7 FIS section, ceiling tiles were missing in the women's restroom and near room 321. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.				III				6) For ceilings within 10 feet of the floor, it is the responsibility of the facility manager to perform ceiling tile replacement. The facility manager should replace any damaged or missing ceiling tiles and put any moved or out of place ceiling tiles back where they belong. Ceiling tiles can be obtained from the CES U-Fix-It shop at BLDG 3448. The U-Fix-It shop is open on Wednesdays from 0900-1500. For ceiling tiles greater than 10 feet above the floor, submit a work order request in NexGenIT to have the ceiling tiles replaced.	
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT NEED ATTN. ☐ ☒ A. FIRE REPORTING ☐ ☒ B. FIRE EXTINGUISHERS ☐ ☒ C. FACILITY EVACUATION ☐ ☐ D. NOT APPLICABLE				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist)		16. DATE	
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC		12. CORRECTIVE ACTION REQUIRED	
7) In the AFOSI 2 FIS section, in the command hallway, an emergency light did not work. It did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.				I				7) At least once per month, the facility manager should check each emergency light for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. Lights should illuminate. If an emergency light does not illuminate, the facility manager should submit a work order in NexGenIT to repair or replace the inoperable emergency light(s).	
8) In the AFOSI 2 FIS section, in the command hallway, an EXIT sign did not work. It did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.10.5.1 - Every sign required by 7.10.1.2, 7.10.1.5, or 7.10.8.1, other than where operations or processes require low lighting levels, shall be suitably illuminated by a reliable light source. Externally and internally illuminated signs shall be legible in both the normal and emergency lighting mode.				I				8) At least once per month, the facility manager should check each EXIT sign for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. EXIT sign should remain illuminated. If an EXIT sign does not remain illuminated, the facility manager should submit a work order in NexGenIT to have the EXIT sign(s) repaired or replaced.	
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9. HAZARDS/DEFICIENCIES NOTED				12. CORRECTIVE ACTION REQUIRED							
9) 1. In the AFOSI 2 FIS section, fire extinguishers are overdue for 6 year maintenance in the SCIF Cyber area. 2. In the AFOSI 2 FIS section, fire extinguishers are overdue for 12 year hydrostatic testing in the command hallway, tech ops office, SCIF server room, SCIF kitchenette, SCIF conference room & SCF area. 3. In the AFOSI 2 FIS section, fire extinguishers were sitting on the floor in the tech ops office, SCIF & SCF area. REF: NFPA 10, 2022 ed., PARA 7.3.6 - Every 6 years, stored-pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable internal and external examination procedures as detailed in the manufacturer's service manual and this standard. REF: NFPA 10, 2022 ed., PARA 8.3.1 - Dry chemical and dry powder, stored-pressure extinguishers will be hydrostatically tested every 12 years.				9) The facility manager should contact a certified fire extinguisher maintenance contractor and arrange to have all required inspections, maintenance, and testing performed. Alternatively, the facility manager can purchase new extinguishers to replace any out of service extinguishers. Excess extinguishers can be taken to the JB Andrews recycling center at BLDG 3350. The facility manager should obtain the correct brackets from a local supplier or online supplier. Then the facility manager should submit a work order request in NexGenIT, to have the fire extinguisher brackets mounted in the proper locations in the facility. Alternatively, the facility manager can install the brackets themselves, if they have the ability to do so.							
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REF: NFPA 10, 2022 ed., PARA 6.1.3.9.1 - Fire extinguishers having a gross weight not exceeding 40 lb (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 5 ft (1.53 m) above the floor.									
REF: NFPA 10, 2022 ed., PARA 6.1.3.9.3 - In no case shall the clearance between the bottom of the hand portable fire extinguisher and the floor be less than 4 in. (102 mm).									
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ ☐ ☐ ☐				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist)		16. DATE	
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10) 1. In the AFOSI 2 FIS section, monthly fire extinguisher inspections are not being conducted and/or documented. 2. In the AFOSI 2 FIS section, in the SCIF kitchenette, the fire extinguisher is too small. It is a 5 lb extinguisher instead of a 10 lb extinguisher. REF: DAFMAN 91-203, PARA 6.2.6.8. Visual Inspection. Managers and supervisors at all levels shall ensure a visual inspection is performed and documented monthly for all fire extinguishers under their control. (T-0) Extinguishers with discrepancies shall be removed from service until repaired. (T-0) This inspection includes: 6.2.6.8.1. Extinguisher located in a designated place. 6.2.6.8.2. No obstruction to access or visibility. 6.2.6.8.3. Ols on name plate legible and facing outward. 6.2.6.8.4. Safety seals and/or tamper indicators not broken or missing. 6.2.6.8.5. No obvious physical damage, corrosion, leakage or clogged nozzle.				10) The facility manager should perform a monthly inspection of each fire extinguisher in their facility. Monthly fire extinguisher inspections should be properly documented. Records for inspections should be kept to demonstrate that at least the last 12 monthly inspections have been performed. Record keeping examples include tags on the extinguisher, checklist near the extinguisher, checklist in a binder, or a computer file accessible to all of the facility managers. The facility manager should replace the 5 lb fire extinguisher in the facility with a 10 lb fire extinguisher.					
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6.2.6.8.6. Pressure gauge reading or indicator in the operable range or position.									
REF: AHJ. AHJ requires facility fire extinguishers to meet the following criteria: (1) Extinguishing agent consisting of dry powder. (2) Be suitable for use on Class A, B, & C fires. (3) Have a minimum rating of 4-A & 80-B (Class C will not have a rating).									
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT.		15. SIGNATURE (Fire Prevention Specialist)		16. DATE	
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11) In the AFOSI 2 FIS section, in multiple rooms & offices, high wattage appliances such as refrigerators, microwaves, or coffeemakers were plugged into power strips, extension cords, surge protectors, battery backup units, or multiplug adapters. High wattage appliances should be plugged directly into an electrical outlet. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet. Locations: Tech Ops Office - refrigerator & microwave plugged into a power strip Superintendent's Office - refrigerator & coffeemaker plugged into a power strip Room 244A - refrigerator & keurig plugged into a power strip SCF Area - microwave plugged into a power strip SCF Area - keurig plugged into an extension cord				11) The facility manager or building occupants should relocate appliances so that they can be plugged directly into electrical outlets. Ensure that all refrigerators, microwaves, coffeemakers and similar appliances in the building are plugged directly into electrical outlets.						
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12) In the AFOSI 2 FIS section, power strips and extension cords are daisy-chained. REF: NFPA 1, 2024 ed., PARA 11.1.4.2 - The relocatable power taps [power strips] shall be directly connected to a permanently installed receptacle. REF: NFPA 1, 2024 ed., PARA 11.1.5.1 - Extension cords shall be plugged directly into an approved receptacle, power tap, or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance. Locations: Commander's Office - power strip is plugged into a power strip Room 239 - Stokes Desk - power strip is plugged into a power strip Room 239A - power strip is plugged into an extension cord				III		12) The facility manager or building occupants should ensure that all power strips and extension cords in the facility are plugged directly into electrical outlets. The facility manager or building occupants should rearrange equipment so that power strips and extension cords can be plugged directly into an electrical outlet.			
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13) In the AFOSI 2 FIS section, in the AV lab and in room 205, stored items on shelves were too close to the ceiling. REF: NFPA 1, 2024 ed., PARA 10.19.3.1 - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in nonsprinklered areas of buildings.				III				13) In a non-sprinklered building, there should be at least 2 ft of clearance between the ceiling and any stored items. The facility manager or building occupants should relocate any items that are stored within 2 ft of the ceiling in non-sprinklered areas of the building. The facility manager or building occupants should ensure that at least 2 ft of clear space is maintained between the ceiling and the top of stored items in non-sprinklered areas of the building.	
14) In the AFOSI 2 FIS section, ceiling tiles were missing in the room 239A, SCIF server room, SCIF kitchenette & SCIF lobby. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.				III				14) For ceilings within 10 feet of the floor, it is the responsibility of the facility manager to perform ceiling tile replacement. The facility manager should replace any damaged or missing ceiling tiles and put any moved or out of place ceiling tiles back where they belong. Ceiling tiles can be obtained from CES U-Fix-It shop at BLDG 3448. The U-Fix-It shop is open on Wednesdays from 0900-1500. For ceiling tiles greater than 10 feet above the floor, submit a work order request in NexGenIT to have the ceiling tiles replaced.	
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ NEED ATTN. ☒ A. FIRE REPORTING ☐ B. FIRE EXTINGUISHERS ☒ C. FACILITY EVACUATION ☐ D. NOT APPLICABLE				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist)		16. DATE	
						SMITH, DEITRICH A		18-Feb-2025	
						17. SIGNATURE (Fire Chief)		18. DATE	
						MILLER, DENNARD T		18-Feb-2025	

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6. TO: AFOSI 7 FIS, AFOSI 2 FIS, Airmen Leadership School, Education Center		7. FROM: 316 CES/CEFP Inspector Smith 301-981-6977		8. TYPE OF INSPECTION ☐ QUARTERLY ☒ ANNUAL ☐ SPECIAL ☐ SEMIANNUAL ☐ OTHER ☐ UNSCHEDULED		12. CORRECTIVE ACTION REQUIRED			
9. HAZARDS/DEFICIENCIES NOTED				10. FSD III		11. RAC		15) The facility manager or building occupants should relocate any items that are within 36 inches of the front of the breaker panel. The clear space near the electrical panel has to extend at least 36 inches in front of the panel and be at least as wide as the panel. The facility manager or building occupants should remove all stored items from attics, mechanical rooms, electrical rooms, and communications equipment rooms. Only materials and supplies needed for the operation and maintenance of the equipment in the room are permitted.	
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9. HAZARDS/DEFICIENCIES NOTED 16) In the 3rd floor west stairwell, an electrical junction box is missing a cover plate. REF: NFPA 1, 2024 ed., PARA 11.1.8 - All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.				10. FSD III		11. RAC		16) The facility manager should submit a work order request in NexGenIT, to have a cover plate installed on the electrical junction box.	
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD III		11. RAC		12. CORRECTIVE ACTION REQUIRED	
17) In the AFOSI 2 FIS section, in room 245, a space heater did not have the required 'tip-over protection' safety feature. REF: DAFMAN 91-203, 2022 ed., PARA 6.2.7.1 - Use Nationally Recognized Testing Laboratory (NRTL)-listed or host nation equivalent space heaters equipped with automatic shutoff devices that will shut off the heater if it tips over.								17) The facility manager should inform the space heater user(s) that their space heater is not approved for use in Air Force facilities because it lacks the required safety features. Only Nationally Recognized Testing Laboratory (NRTL)-listed space heaters are approved for use on Air Force installations. Space heaters must be equipped with automatic shutoff devices that will shut off the heater if it tips over. Space heaters shall also have an overheat protection device, an automatic thermostat control and must be disconnected when not in use. Space heaters must be plugged directly into a wall receptacle. Space heaters cannot be plugged into extension cords or multiple outlet strips [power strips]. Maintain a 36-inch minimum distance or in accordance with manufacturer's instructions between any space heater and combustibles. Space heaters shall not be left unattended when in use. Space heaters must be unplugged at the end of the day or shift.	
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC		12. CORRECTIVE ACTION REQUIRED	
18) In the education center, in room 119, various items were stored too close to the ceiling. REF: NFPA 1, 2024 ed., PARA 10.19.3.1 - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in nonsprinklered areas of buildings.				III				18) In a non-sprinklered building, there should be at least 2 ft of clearance between the ceiling and any stored items. The facility manager or building occupants should relocate any items that are stored within 2 ft of the ceiling in non-sprinklered areas of the building. The facility manager or building occupants should ensure that at least 2 ft of clear space is maintained between the ceiling and the top of stored items in non-sprinklered areas of the building.	
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9. HAZARDS/DEFICIENCIES NOTED				12. CORRECTIVE ACTION REQUIRED							
19) 1. In the education center, in room 100K, the fire extinguisher has no pressure and is overdue for 12 year hydrostatic testing. 2. In the education center, near rooms 100B & 105, and across from room 112, three fire extinguishers are overdue for 6 year maintenance. 3. In the education center in room 209, the fire extinguisher is not mounted on a wall, is overdue for 12 year hydrostatic testing, and is missing a seal. REF: NFPA 10, 2022 ed., PARA 7.3.6 - Every 6 years, stored-pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable internal and external examination procedures as detailed in the manufacturer's service manual and this standard. REF: NFPA 10, 2022 ed., PARA 8.3.1 - Dry chemical and dry powder, stored-pressure extinguishers will be hydrostatically				19) The facility manager should contact a certified fire extinguisher maintenance contractor and arrange to have all required inspections, maintenance, and testing performed. Alternatively, the facility manager can purchase new extinguishers to replace any out of service extinguishers. Excess extinguishers can be taken to the JB Andrews recycling center at BLDG 3350. The fire extinguisher in room 209, once it's hydrotested or replaced, should be mounted in the hallway outside of room 209.							
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tested every 12 years.									
REF: NFPA 10, 2022 ed., PARA 6.1.3.4 - Portable fire extinguishers other than wheeled extinguishers shall be installed using any of the following means: (1)*Securely on a hanger intended for the extinguisher (2) In a bracket incorporating releasing straps or bands supplied by the extinguisher manufacturer (3) In a listed bracket incorporating releasing straps or bands approved for such purpose (4) In approved cabinets or wall recesses.									
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20) In the education center, fire extinguishers are not being inspected monthly. REF: DAFMAN 91-203, PARA 6.2.6.8. Visual Inspection. Managers and supervisors at all levels shall ensure a visual inspection is performed and documented monthly for all fire extinguishers under their control. (T-0) Extinguishers with discrepancies shall be removed from service until repaired. (T-0) This inspection includes: 6.2.6.8.1. Extinguisher located in a designated place. 6.2.6.8.2. No obstruction to access or visibility. 6.2.6.8.3. Oils on name plate legible and facing outward. 6.2.6.8.4. Safety seals and/or tamper indicators not broken or missing. 6.2.6.8.5. No obvious physical damage, corrosion, leakage or clogged nozzle. 6.2.6.8.6. Pressure gauge reading or indicator in the operable range or position.						20) The facility manager should perform a monthly inspection of each fire extinguisher in their facility. Monthly fire extinguisher inspections should be properly documented. Records for inspections should be kept to demonstrate that at least the last 12 monthly inspections have been performed. Record keeping examples include tags on the extinguisher, checklist near the extinguisher, checklist in a binder, or a computer file accessible to all of the facility managers.			
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21) 1 In the education center, ceiling tiles were missing or moved out of place in the west lobby entrance, 2nd floor women's restroom, and in room 236. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.				III				22) For ceilings within 10 feet of the floor, it is the responsibility of the facility manager to perform ceiling tile replacement. The facility manager should replace any damaged or missing ceiling tiles and put any moved or out of place ceiling tiles back where they belong. Ceiling tiles can be obtained from CES U-Fix-It shop at BLDG 3448. The U-Fix-It shop is open on Wednesdays from 0900-1500. For ceiling tiles greater than 10 feet above the floor, submit a work order request in NexGenIT to have the ceiling tiles replaced.	
23) In the education center, emergency lights did not work in the 1st floor center stairwell and near room 236. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.				I				23) At least once per month, the facility manager should check each emergency light for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. Lights should illuminate. If an emergency light does not illuminate, the facility manager should submit a work order in NexGenIT to repair or replace the inoperable emergency light(s).	
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD I		11. RAC		24) At least once per month, the facility manager should check each EXIT sign for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. EXIT sign should remain illuminated. If an EXIT sign does not remain illuminated, the facility manager should submit a work order in NexGenIT to have the EXIT sign(s) repaired or replaced.	
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ NEED ATTN. A. FIRE REPORTING ☒ B. FIRE EXTINGUISHERS ☒ C. FACILITY EVACUATION ☒ D. NOT APPLICABLE ☐				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist) SMITH, DEITRICH A		16. DATE 18-Feb-2025	
						17. SIGNATURE (Fire Chief) MILLER, DENNARD T		18. DATE 18-Feb-2025	

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9. HAZARDS/DEFICIENCIES NOTED				10. FSD III		11. RAC		25) The facility manager or building occupants should relocate appliances so that they can be plugged directly into electrical outlets. Ensure that all refrigerators, microwaves, coffeemakers and similar appliances in the building are plugged directly into electrical outlets.	
25) In the education center, in multiple rooms & offices, high wattage appliances such as refrigerators, microwaves, or coffeemakers were plugged into power strips, extension cords, surge protectors, battery backup units, or multiplug adapters. High wattage appliances should be plugged directly into an electrical outlet. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet. Locations: Room 103 - Keurig, refrigerator & water cooler plugged into a power strip (Corrected) Room 105 - Keurig & refrigerator plugged into a power strip Room 109 - Keurig, refrigerator & microwave plugged into a power strip Room 114 - Microwave plugged into a power strip Room 208 - refrigerator plugged into a power strip									
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26) In the education center, various items were stored in the 1st floor stairwell and in the elevator mechanical room. Storage is prohibited in these spaces. NFPA 101, PARA 10.19.3.4 - Combustible material shall not be stored in exits. REF: NFPA 1, 2024 ed., PARA 10.19.5.1 - Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms.				III		26) The facility manager or building occupants should remove all stored items from stairwells. The facility manager or building occupants should remove all stored items from attics, mechanical rooms, electrical rooms, stairwells, exit pathways, and communications equipment rooms. Only materials and supplies are needed for the operation and maintenance of the equipment in the room are permitted. Old or excess extinguishers can be taken to the JB Andrews recycling center at BLDG 3350.			
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD III		11. RAC		12. CORRECTIVE ACTION REQUIRED	
27) In the education center, in room 106, a space heater did not have the required 'tip-over protection' safety feature. REF: DAFMAN 91-203, 2022 ed., PARA 6.2.7.1 - Use Nationally Recognized Testing Laboratory (NRTL)-listed or host nation equivalent space heaters equipped with automatic shutoff devices that will shut off the heater if it tips over.								27) The facility manager should inform the space heater user(s) that their space heater is not approved for use in Air Force facilities because it lacks the required safety features. Only Nationally Recognized Testing Laboratory (NRTL)-listed space heaters are approved for use on Air Force installations. Space heaters must be equipped with automatic shutoff devices that will shut off the heater if it tips over. Space heaters shall also have an overheat protection device, an automatic thermostat control and must be disconnected when not in use. Space heaters must be plugged directly into a wall receptacle. Space heaters cannot be plugged into extension cords or multiple outlet strips [power strips]. Maintain a 36-inch minimum distance or in accordance with manufacturer's instructions between any space heater and combustibles. Space heaters shall not be left unattended when in use. Space heaters must be unplugged at the end of the day or shift.	
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC		28) The facility manager should submit a work order request in NexGenIT to troubleshoot and/or correct system issues.	
The fire alarm control panel (FACP) showed a 'trouble' in the system. To work correctly the system should be in a 'normal' operating condition.				III					
REF: NFPA 1, 2024 ed., PARA 13.1.8 - All fire protection systems and devices shall be maintained in a reliable operating condition and shall be replaced or repaired where defective or recalled.									
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9. HAZARDS/DEFICIENCIES NOTED 29) In the ALS, multiple EXIT signs did not work. They did not illuminate when their 'test' buttons were pressed. REF: NFPA 101, 2024 ed., PARA 7.10.5.1 - Every sign required by 7.10.1.2, 7.10.1.5, or 7.10.8.1, other than where operations or processes require low lighting levels, shall be suitably illuminated by a reliable light source. Externally and internally illuminated signs shall be legible in both the normal and emergency lighting mode. Locations: Hallway near above door to stairs, near room 226 & near room 227				10. FSD I		11. RAC		29) At least once per month, the facility manager should check each EXIT sign for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. EXIT sign should remain illuminated. If an EXIT sign does not remain illuminated, the facility manager should submit a work order in NexGenIT to have the EXIT sign(s) repaired or replaced.	
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9. HAZARDS/DEFICIENCIES NOTED 30) In the ALS, in the 3rd floor stairwell and near room 229, the emergency lights did not work. They did not illuminate when their 'test' buttons were pressed. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.				10. FSD I		11. RAC		30) At least once per month, the facility manager should check each emergency light for proper operation. 1. Press and hold the "test" button, found on the bottom or side of the device, for at least 30 seconds. 2. Lights should illuminate. If an emergency light does not illuminate, the facility manager should submit a work order in NexGenIT to repair or replace the inoperable emergency light(s).	
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9. HAZARDS/DEFICIENCIES NOTED				12. CORRECTIVE ACTION REQUIRED					
31) 1. In the ALS, in the hallway, the fire extinguisher was overdue for 6 year maintenance. 2. In the ALS, in room 221, the fire extinguisher was sitting on the floor. REF: NFPA 10, 2022 ed., PARA 7.3.6 - Every 6 years, stored-pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable internal and external examination procedures as detailed in the manufacturer's service manual and this standard. REF: NFPA 10, 2022 ed., PARA 6.1.3.9.1 - Fire extinguishers having a gross weight not exceeding 40 lb (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 5 ft (1.53 m) above the floor. REF: NFPA 10, 2022 ed., PARA 6.1.3.9.3 - In no case shall the clearance between the bottom of the hand portable fire extinguisher and the floor be less than 4 in. (102 mm).				31) The facility manager should contact a certified fire extinguisher maintenance contractor and arrange to have all required inspections, maintenance, and testing performed. Alternatively, the facility manager can purchase new extinguishers to replace any out of service extinguishers. Excess extinguishers can be taken to the JB Andrews recycling center at BLDG 3350. The facility manager should obtain the correct brackets from a local supplier or online supplier. Then the facility manager should submit a work order request in NexGenIT, to have the fire extinguisher brackets mounted in the proper locations in the facility. Alternatively, the facility manager can install the brackets themselves, if they have the ability to do so. The fire extinguisher should be mounted outside of room 221					
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AF IMT 1487, 19990101, V3				17. SIGNATURE (Fire Chief)		18. DATE		18-Feb-2025	
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32) In the ALS, in the breakroom, two microwaves were plugged into power strips. In 230B, a refrigerator, microwave and other appliances were plugged into a power strip. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet.				III		32) The facility manager or building occupants should relocate appliances so that they can be plugged directly into electrical outlets. Ensure that all refrigerators, microwaves, coffeemakers and similar appliances in the building are plugged directly into electrical outlets.			
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ NEED ATTN. ☒ A. FIRE REPORTING ☒ ☐ B. FIRE EXTINGUISHERS ☒ ☐ C. FACILITY EVACUATION ☐ D. NOT APPLICABLE ☐				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist) SMITH, DEITRICH A		16. DATE 18-Feb-2025	
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9. HAZARDS/DEFICIENCIES NOTED 33) In the ALS, ceiling tiles were missing in room 223 and 230B. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.				10. FSD III		11. RAC		33) For ceilings within 10 feet of the floor, it is the responsibility of the facility manager to perform ceiling tile replacement. The facility manager should replace any damaged or missing ceiling tiles and put any moved or out of place ceiling tiles back where they belong. Ceiling tiles can be obtained from CES U-Fix-It shop at BLDG 3448. The U-Fix-It shop is open on Wednesdays from 0900-1500. For ceiling tiles greater than 10 feet above the floor, submit a work order request in NexGenIT to have the ceiling tiles replaced.	
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FIRE PREVENTION VISIT REPORT

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The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS SHOWN IN ITEM 7.

1. FILE NO. 2025-41		2. FACILITY NO. 1413 Area:1		3. DATE / TIME OF VISIT 07-Feb-2025 / 11:15		4. DATE CORRECTIVE ACTION REQUIRED 21-Mar-2025		5. SUSPENSE DATE 21-Mar-2025	
6. TO: AFOSI 7 FIS, AFOSI 2 FIS, Airmen Leadership School, Education Center		7. FROM: 316 CES/CEFP Inspector Smith 301-981-6977		8. TYPE OF INSPECTION ☐ QUARTERLY ☒ ANNUAL ☐ SPECIAL ☐ SEMIANNUAL ☐ OTHER ☐ UNSCHEDULED		12. CORRECTIVE ACTION REQUIRED			
9. HAZARDS/DEFICIENCIES NOTED				10. FSD		11. RAC		34) The facility manager and building occupants should ensure that all fire doors in the facility are closed when the rooms or locations aren't occupied, unless the doors are equipped with an approved hold-open device that allows the door to automatically close during an emergency. Alternatively, the facility manager can submit an AF Form 332 to the 316 CES, to have magnetic door hold-open devices installed on fire doors. Fire doors can be identified by the presence of small metal label on the spine of the door on the hinge side, or on the frame of the door.	
34) In the ALS, multiple fire doors were propped open. REF: NPFA 101, 2024 ed., 7.2.1.8.1 - A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 7.2.1.8.2, unless otherwise permitted by 7.2.1.8.3.				III				35) The facility manager should inspect each self-closing door monthly and ensure that each self-closing door swings freely and easily and causes the door to close and latch after being opened. For fire doors that do not operate properly, the facility manager should submit a work order request in NexGenIT, to have the door(s) repaired or replaced.	
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT NEED ATTN. ☐ A. FIRE REPORTING ☐ B. FIRE EXTINGUISHERS ☐ C. FACILITY EVACUATION ☐ D. NOT APPLICABLE				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist) SMITH, DEITRICH A		16. DATE 18-Feb-2025	
						17. SIGNATURE (Fire Chief) MILLER, DENNARD T		18. DATE 18-Feb-2025	

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9. HAZARDS/DEFICIENCIES NOTED				10. FSD III		11. RAC		36) In a non-sprinklered building, there should be at least 2 ft of clearance between the ceiling and any stored items. The facility manager or building occupants should relocate any items that are stored within 2 ft of the ceiling in non-sprinklered areas of the building. The facility manager or building occupants should ensure that at least 2 ft of clear space is maintained between the ceiling and the top of stored items in non-sprinklered areas of the building.	
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY SAT ☐ NEED ATTN. ☒ A. FIRE REPORTING ☒ B. FIRE EXTINGUISHERS ☒ C. FACILITY EVACUATION ☐ D. NOT APPLICABLE				14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 981-6977		15. SIGNATURE (Fire Prevention Specialist) SMITH, DEITRICH A		16. DATE 18-Feb-2025	
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9. HAZARDS/DEFICIENCIES NOTED				10. FSD III		11. RAC		12. CORRECTIVE ACTION REQUIRED	
37) In the ALS, in room 220, multiple power strips and extension cords were daisy-chained together and multiple extension cords were run under doors. In room 230, TSGT Hosier's desk had a power strip plugged into another power strip.								37) The facility manager or building occupants should ensure that all power strips and extension cords in the facility are plugged directly into electrical outlets. The facility manager or building occupants should rearrange equipment so that power strips and extension cords can be plugged directly into an electrical outlet.	
								The facility manager should reposition the extension cord so that they are not run under doors. Alternatively, the facility can reposition the device being powered so that the device or extension cord can be plugged into an electrical outlet.	
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						SMITH, DEITRICH A 18-Feb-2025			
						17. SIGNATURE (Fire Chief)		18. DATE	
						MILLER, DENNARD T 18-Feb-2025			

An inspection of a facility for which you are the functional manager has been conducted. You are required to take corrective action for the hazards and fire safety deficiencies noted in item 9. Your responsibilities regarding corrective action for hazards and corrective actions for the elimination of fire safety deficiencies are contained in AFI 91-301.

19. Indicate corrective action taken to correct hazards and deficiencies noted in item 9 and return this form to the fire protection organization no later than the suspense date indicated in item 5.

HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
1) The exterior Knox box does not have keys or access cards for the interior doors for AFOSI 7 FIS, AFOSI 2 FIS, Airmen Leadership School, or Education Center areas. REF: NFPA 1, 2024 ed., PARA 18.2.2.1 - Access Box(es). The AHJ shall have the authority to require an access box(es) to be installed in an accessible location where access to or within a structure or area is difficult because of security. The access box(es) shall be of an approved type listed in accordance with UL 1037.			1)
2) In the AFOSI 7 FIS section, the fire extinguisher near room 311 and the extinguisher near the fish bowl were overdue for 12 year hydrostatic testing. REF: NFPA 10, 2022 ed., PARA 8.3.1 - Dry chemical and dry powder, stored-pressure extinguishers will be hydrostatically tested every 12 years.	14-Apr-2025		2) During the 14 APR 2025 reinspection, the deficiency was observed to have been corrected.
3) In the AFOSI 7 FIS section, in room 312, a refrigerator and microwave were plugged into a power strip. In the Det 331 commanders office, a microwave and Keurig were plugged into a power strip. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet.	07-Feb-2025		3)

Deficiency File Number: 2025-41

20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER

21. SIGNATURE OF FUNCTIONAL MANAGER

22. DATE (dd-MMM-yyyy)

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
4) In the AFOSI 7 FIS section, in multiple areas, stored items on shelves were too close to the ceiling. REF: NFPA 1, 2024 ed., PARA 10.19.3.1 - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in nonsprinklered areas of buildings. Locations: room 325, women's restroom, storage room, evidence room, other areas			4)
5) In the AFOSI 7 FIS section, in the 3rd floor east stairwell, the emergency light did not work. The light did not illuminate when the 'test' button was pressed. Near room 321, a emergency light bulb was burned out and did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.			5)
6) In the AFOSI 7 FIS section, ceiling tiles were missing in the women's restroom and near room 321. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.			6)
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
7) In the AFOSI 2 FIS section, in the command hallway, an emergency light did not work. It did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.	11-Apr-2025		7) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
8) In the AFOSI 2 FIS section, in the command hallway, an EXIT sign did not work. It did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.10.5.1 - Every sign required by 7.10.1.2, 7.10.1.5, or 7.10.8.1, other than where operations or processes require low lighting levels, shall be suitably illuminated by a reliable light source. Externally and internally illuminated signs shall be legible in both the normal and emergency lighting mode.	11-Apr-2025		8) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
		22. DATE (dd-MMM-yyyy)	

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
9) 1. In the AFOSI 2 FIS section, fire extinguishers are overdue for 6 year maintenance in the SCIF Cyber area. 2. In the AFOSI 2 FIS section, fire extinguishers are overdue for 12 year hydrostatic testing in the command hallway, tech ops office, SCIF server room, SCIF kitchenette, SCIF conference room & SCF area. 3. In the AFOSI 2 FIS section, fire extinguishers were sitting on the floor in the tech ops office, SCIF & SCF area. REF: NFPA 10, 2022 ed., PARA 7.3.6 - Every 6 years, stored-pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable internal and external examination procedures as detailed in the manufacturer's service manual and this standard. REF: NFPA 10, 2022 ed., PARA 8.3.1 - Dry chemical and dry powder, stored-pressure extinguishers will be hydrostatically tested every 12 years. REF: NFPA 10, 2022 ed., PARA 6.1.3.9.1 - Fire extinguishers having a gross weight not exceeding 40 lb (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 5 ft (1.53 m) above the floor. REF: NFPA 10, 2022 ed., PARA 6.1.3.9.3 - In no case shall the clearance between the bottom of the hand portable fire extinguisher and the floor be less than 4 in. (102 mm).	19-Mar-2025		9) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.

Deficiency File Number: 2025-41

20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER	21. SIGNATURE OF FUNCTIONAL MANAGER	22. DATE (dd-MMM-yyyy)
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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
10) 1. In the AFOSI 2 FIS section, monthly fire extinguisher inspections are not being conducted and/or documented. 2. In the AFOSI 2 FIS section, in the SCIF kitchenette, the fire extinguisher is too small. It is a 5 lb extinguisher instead of a 10 lb extinguisher. REF: DAFMAN 91-203, PARA 6.2.6.8. Visual Inspection. Managers and supervisors at all levels shall ensure a visual inspection is performed and documented monthly for all fire extinguishers under their control. (T-0) Extinguishers with discrepancies shall be removed from service until repaired. (T-0) This inspection includes: 6.2.6.8.1. Extinguisher located in a designated place. 6.2.6.8.2. No obstruction to access or visibility. 6.2.6.8.3. OIs on name plate legible and facing outward. 6.2.6.8.4. Safety seals and/or tamper indicators not broken or missing. 6.2.6.8.5. No obvious physical damage, corrosion, leakage or clogged nozzle. 6.2.6.8.6. Pressure gauge reading or indicator in the operable range or position. REF: AHJ. AHJ requires facility fire extinguishers to meet the following criteria: (1) Extinguishing agent consisting of dry powder. (2) Be suitable for use on Class A, B, & C fires. (3) Have a minimum rating of 4-A & 80-B (Class C will not have a rating).	19-Mar-2025		10) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.

Deficiency File Number: 2025-41

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
11) In the AFOSI 2 FIS section, in multiple rooms & offices, high wattage appliances such as refrigerators, microwaves, or coffeemakers were plugged into power strips, extension cords, surge protectors, battery backup units, or multiplug adapters. High wattage appliances should be plugged directly into an electrical outlet. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet. Locations: Tech Ops Office - refrigerator & microwave plugged into a power strip Superintendent's Office - refrigerator & coffeemaker plugged into a power strip Room 244A - refrigerator & keurig plugged into a power strip SCF Area - microwave plugged into a power strip SCF Area - keurig plugged into an extension cord	19-Mar-2025		11) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
12) In the AFOSI 2 FIS section, power strips and extension cords are daisy-chained. REF: NFPA 1, 2024 ed., PARA 11.1.4.2 - The relocatable power taps [power strips] shall be directly connected to a permanently installed receptacle. REF: NFPA 1, 2024 ed., PARA 11.1.5.1 - Extension cords shall be plugged directly into an approved receptacle, power tap, or multipug adapter and shall, except for approved multipug extension cords, serve only one portable appliance. Locations: Commander's Office - power strip is plugged into a power strip Room 239 - Stokes Desk - power strip is plugged into a power strip Room 239A - power strip is plugged into an extension cord	19-Mar-2025		12) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
13) In the AFOSI 2 FIS section, in the AV lab and in room 205, stored items on shelves were too close to the ceiling. REF: NFPA 1, 2024 ed., PARA 10.19.3.1 - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in nonsprinklered areas of buildings.	19-Mar-2025		13) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
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14) In the AFOSI 2 FIS section, ceiling tiles were missing in the room 239A, SCIF server room, SCIF kitchenette & SCIF lobby. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.			14)
15) In the AFOSI 2 FIS section, in the SCIF electrical closet, various items were stored too close to the electrical breaker panel. Various items were stored in the mechanical room in the SCIF lobby. REF: DAFMAN 91-203, 2022 ed., PARA 2.5.2.2 - Keep access to fuse or circuit breaker boxes or electrical controls clear and unobstructed with panel doors closed to prevent electrical flashover if a malfunction occurs. REF: NFPA 1, 2024 ed., PARA 10.19.5.1 - Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms.			15)
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
19) 1. In the education center, in room 100K, the fire extinguisher has no pressure and is overdue for 12 year hydrostatic testing. 2. In the education center, near rooms 100B & 105, and across from room 112, three fire extinguishers are overdue for 6 year maintenance. 3. In the education center in room 209, the fire extinguisher is not mounted on a wall, is overdue for 12 year hydrostatic testing, and is missing a seal. REF: NFPA 10, 2022 ed., PARA 7.3.6 - Every 6 years, stored-pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable internal and external examination procedures as detailed in the manufacturer's service manual and this standard. REF: NFPA 10, 2022 ed., PARA 8.3.1 - Dry chemical and dry powder, stored-pressure extinguishers will be hydrostatically tested every 12 years. REF: NFPA 10, 2022 ed., PARA 6.1.3.4 - Portable fire extinguishers other than wheeled extinguishers shall be installed using any of the following means: (1)*Securely on a hanger intended for the extinguisher (2) In a bracket incorporating releasing straps or bands supplied by the extinguisher manufacturer (3) In a listed bracket incorporating releasing straps or bands approved for such purpose (4) In approved cabinets or wall recesses.			19)
Deficiency File Number: 2025-41			
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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
20) In the education center, fire extinguishers are not being inspected monthly. REF: DAFMAN 91-203, PARA 6.2.6.8. Visual Inspection. Managers and supervisors at all levels shall ensure a visual inspection is performed and documented monthly for all fire extinguishers under their control. (T-0) Extinguishers with discrepancies shall be removed from service until repaired. (T-0) This inspection includes: 6.2.6.8.1. Extinguisher located in a designated place. 6.2.6.8.2. No obstruction to access or visibility. 6.2.6.8.3. Oils on name plate legible and facing outward. 6.2.6.8.4. Safety seals and/or tamper indicators not broken or missing. 6.2.6.8.5. No obvious physical damage, corrosion, leakage or clogged nozzle. 6.2.6.8.6. Pressure gauge reading or indicator in the operable range or position.		20)	
21) 1	14-Feb-2025		21) **This was a mistake**
22) In the education center, ceiling tiles were missing or moved out of place in the west lobby entrance, 2nd floor women's restroom, and in room 236. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.	11-Apr-2025		22) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
23) In the education center, emergency lights did not work in the 1st floor center stairwell and near room 236. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.	11-Apr-2025		23) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
24) In the education center, EXIT signs did not work in the 1st floor center stairwell, near the 1st floor elevator, and near room 223. The lights did not illuminate when the 'test' button was pressed. REF: NFPA 101, 2024 ed., PARA 7.10.5.1 - Every sign required by 7.10.1.2, 7.10.1.5, or 7.10.8.1, other than where operations or processes require low lighting levels, shall be suitably illuminated by a reliable light source. Externally and internally illuminated signs shall be legible in both the normal and emergency lighting mode.	11-Apr-2025		24) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
		22. DATE (dd-MMM-yyyy)	

An inspection of a facility for which you are the functional manager has been conducted. You are required to take corrective action for the hazards and fire safety deficiencies noted in item 9. Your responsibilities regarding corrective action for hazards and corrective actions for the elimination of fire safety deficiencies are contained in AFI 91-301.

19. Indicate corrective action taken to correct hazards and deficiencies noted in item 9 and return this form to the fire protection organization no later than the suspense date indicated in item 5.

HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
25) In the education center, in multiple rooms & offices, high wattage appliances such as refrigerators, microwaves, or coffeemakers were plugged into power strips, extension cords, surge protectors, battery backup units, or multiplug adapters. High wattage appliances should be plugged directly into an electrical outlet. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet. Locations: Room 103 - Keurig, refrigerator & water cooler plugged into a power strip (Corrected) Room 105 - Keurig & refrigerator plugged into a power strip Room 109 - Keurig, refrigerator & microwave plugged into a power strip Room 114 - Microwave plugged into a power strip Room 208 - refrigerator plugged into a power strip			25)
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER	21. SIGNATURE OF FUNCTIONAL MANAGER		22. DATE (dd-MMM-yyyy)

An inspection of a facility for which you are the functional manager has been conducted. You are required to take corrective action for the hazards and fire safety deficiencies noted in item 9. Your responsibilities regarding corrective action for hazards and corrective actions for the elimination of fire safety deficiencies are contained in AF1 91-301.				
19. Indicate corrective action taken to correct hazards and deficiencies noted in item 9 and return this form to the fire protection organization no later than the suspense date indicated in item 5.				
HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D	
26) In the education center, various items were stored in the 1st floor stairwell and in the elevator mechanical room. Storage is prohibited in these spaces. NFPA 101, PARA 10.19.3.4 - Combustible material shall not be stored in exits. REF: NFPA 1, 2024 ed., PARA 10.19.5.1 - Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms.	14-Feb-2025		26) Facility manager removed items from the stairwell and elevator mechanical room.	
27) In the education center, in room 106, a space heater did not have the required 'tip-over protection' safety feature. REF: DAFMAN 91-203, 2022 ed., PARA 6.2.7.1 - Use Nationally Recognized Testing Laboratory (NRTL)-listed or host nation equivalent space heaters equipped with automatic shutoff devices that will shut off the heater if it tips over.	11-Apr-2025		27) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.	
28) The fire alarm control panel (FACP) showed a 'trouble' in the system. To work correctly the system should be in a 'normal' operating condition. REF: NFPA 1, 2024 ed., PARA 13.1.8 - All fire protection systems and devices shall be maintained in a reliable operating condition and shall be replaced or repaired where defective or recalled.	11-Apr-2025		28) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.	
Deficiency File Number: 2025-41				
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER		
		22. DATE (dd-MMM-yyyy)		

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
29) In the ALS, multiple EXIT signs did not work. They did not illuminate when their 'test' buttons were pressed. REF: NFPA 101, 2024 ed., PARA 7.10.5.1 - Every sign required by 7.10.1.2, 7.10.1.5, or 7.10.8.1, other than where operations or processes require low lighting levels, shall be suitably illuminated by a reliable light source. Externally and internally illuminated signs shall be legible in both the normal and emergency lighting mode. Locations: Hallway near above door to stairs, near room 226 & near room 227	11-Apr-2025		29) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
30) In the ALS, in the 3rd floor stairwell and near room 229, the emergency lights did not work. They did not illuminate when their 'test' buttons were pressed. REF: NFPA 101, 2024 ed., PARA 7.9.2.1 - Emergency illumination shall be provided for a minimum of 1 and a half hours in the event of failure of normal lighting.	11-Apr-2025		30) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER	21. SIGNATURE OF FUNCTIONAL MANAGER		22. DATE (dd-MMM-yyyy)

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
31) 1. In the ALS, in the hallway, the fire extinguisher was overdue for 6 year maintenance. 2. In the ALS, in room 221, the fire extinguisher was sitting on the floor. REF: NFPA 10, 2022 ed., PARA 7.3.6 - Every 6 years, stored-pressure fire extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable internal and external examination procedures as detailed in the manufacturer's service manual and this standard. REF: NFPA 10, 2022 ed., PARA 6.1.3.9.1 - Fire extinguishers having a gross weight not exceeding 40 lb (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 5 ft (1.53 m) above the floor. REF: NFPA 10, 2022 ed., PARA 6.1.3.9.3 - In no case shall the clearance between the bottom of the hand portable fire extinguisher and the floor be less than 4 in. (102 mm).			31)
32) In the ALS, in the breakroom, two microwaves were plugged into power strips. In 230B, a refrigerator, microwave and other appliances were plugged into a power strip. REF: AIR FORCE MANUAL 91-203, 2022 ed., PARA 8.4.7 - High wattage appliances such as refrigerators, microwaves, coffeemakers, heaters, etc., shall be plugged directly into a facility outlet.			32)
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
		22. DATE (dd-MMM-yyyy)	

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
33) In the ALS, ceiling tiles were missing in room 223 and 230B. REF: NFPA 1, 2024 ed., PARA 13.7.4.3.7 - Ceiling Tiles and Ceiling Assemblies. Where automatic detectors are installed in accordance with NFPA 72, ceilings necessary for the proper actuation of the fire protection device shall be maintained.			33)
34) In the ALS, multiple fire doors were propped open. REF: NPFA 101, 2024 ed., 7.2.1.8.1 - A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 7.2.1.8.2, unless otherwise permitted by 7.2.1.8.3.	11-Apr-2025		34) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
35) In the ALS, multiple fire doors do not close and latch completely. REF: NFPA 80, 2022 ed., PARA 7.1.4.2.1 - Self-closing doors shall swing easily and freely and be equipped with a closing device to cause the door to close and latch, from any open position, after each time it is opened.			35)
36) In the ALS, in room 221, various items were stored too close to the ceiling. REF: NFPA 1, 2024 ed., PARA 10.19.3.1 - Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in nonsprinklered areas of buildings.	11-Apr-2025		36) During the 11 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
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An inspection of a facility for which you are the functional manager has been conducted. You are required to take corrective action for the hazards and fire safety deficiencies noted in item 9. Your responsibilities regarding corrective action for hazards and corrective actions for the elimination of fire safety deficiencies are contained in AFI 91-301.

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HAZARDS/DEFICIENCIES NOTED A	DATE CORRECTED B	DATE ENTERED IN HAP C	OTHER COMMENTS D
37) In the ALS, in room 220, multiple power strips and extension cords were daisy-chained together and multiple extension cords were run under doors. In room 230, TSGT Hosier's desk had a power strip plugged into another power strip.	14-Apr-2025		37) During the 14 APR 2025 reinspection, the deficiency was observed to have been corrected.
Deficiency File Number: 2025-41			
20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER		21. SIGNATURE OF FUNCTIONAL MANAGER	
		22. DATE (dd-MMM-yyyy)	