



**UNITED STATES AIR FORCE AUXILIARY/CIVIL AIR PATROL
FLORIDA WING PROFESSIONAL DEVELOPMENT DIRECTORATE**

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MEMORANDUM

Date: 11 June 2007

For: ALL FLORIDA WING MEMBERS

From: Maj. Lee I. Taylor, CAP 
FLWG DPD / Alt. TCO

Re: Testing (AFIADL UA/ PME End of Course Examinations)

The purpose of this memorandum is to provide all Florida Wing Members with updated instructions regarding End of Course Examination procedures (testing) for AFIADL PME tests. **PLEASE NOTE: Testing Procedures for proprietary Civil Air Patrol courses, including AFIADL-13 (SOC/formerly ECI-13) HAVE NOT CHANGED. You will still take such examinations under the oversight of an appointed CAP Testing Officer. CAP AFIADL courses ARE NOT Air University PME courses.**

As most already know, The National Commander sent a policy letter regarding PME testing dated 1 June 2007. Today, I received a letter from the office of the State Director, CAP-USAF on this same matter, also dated 1 June 2007. Both of these documents are available as attachments to this memorandum.

After reviewing the information in both documents, I contacted the National Headquarters Registrar in order to get further clarification on the procedures prescribed by CAP-USAF. Based on that conversation, I have prepared the following instructions.

1. **ELECTRONIC TESTING:** ALL USAF PME Course Examinations currently available to members of the Civil Air Patrol exist in electronic format. These include Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy and Noncommissioned Officer Academy.
 - a. If you are located in proximity to a military installation, **it is preferred** that you take the End of Course Examination(s) associated with your PME course **in electronic format and at a military testing facility.**
 - b. *In order to accomplish this:* when you are ready to take the EOC Exam, please contact the Florida Wing Test Control Officer. Currently, this is 2Lt Janet McDowell. Her e-mail address is littlej920@yahoo.com. Her mailing address is 1442 NW 154TH AVE, PEMBROKE PINES, FL 33028. Her telephone number is (850) 543-5084.

- i. When you contact the FLWG TCO, be sure to provide your full name, CAPID, number and name of the PME course you are enrolled in and the names of the two military installations located closest to you (if you have this information).
 - ii. The FLWG TCO will contact the office of the State Director, CAP-USAF, who will in turn contact the testing authority at the military facility. The military testing authority will request that Air University prepare an electronic version of the EOC Exam(s) and then provide an appointment for the student to take the examination(s).
 - iii. Please remember that all the standard guidelines for department of CAP members on a military base, including dress, behavior, personal identification and vehicle operation WILL APPLY.
2. **PAPER TESTING:** If you are unable to reach a military testing facility, paper tests for all AFIADL PME courses are still available (*at the time of this memorandum*). If you are unable to take your EOC Exam(s) in electronic format at a military testing facility, please undertake the following procedure to accomplish your EOC Exam(s):
 - a. Complete the standard electronic AU form 17 to request your test. If you are unfamiliar with the procedures for accomplishing this, please see the instructions (in PDF format). These are available as a download on the Florida Wing web site: www.flwg.us. I have also included a copy of these instructions as an attachment to this memorandum.
 - b. Air University will process your request (AU form 17) and send your examination package to the FLWG TCO.
 - c. The FLWG TCO will contact the office of the State Director, CAP-USAF.
 - i. The State Director will make arrangements for a representative of his/her office to meet the student and proctor his/her test. The FLWG TCO will forward the test to the office of the State Director, CAP-USAF.
 - ii. If circumstances prevent the accomplishment of the steps outlined above, the State Director, CAP-USAF will so inform the FLWG TCO and using data provided by the TCO, appoint two CAP members, who are listed as unit testing officers and are NOT members of the student's home unit to proctor the student's test. The FLWG TCO will then coordinate the test session.
 - iii. In either case, the test session and post-test document procedures will follow the steps prescribed in CAPR 50-4.

I thank you for your kind attention.

Attachment(s)

cc: Col Patrick O'Key, CAP, FLWG Commander
Lt Col John Varsames, CAP, FLWG Vice Commander
Lt Col Wes Hannah, CAP, Chief of Staff for Training



OFFICE OF THE NATIONAL COMMANDER
U.S. CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

1 Jun 07

MEMORANDUM FOR ALL CAP WING AND REGION COMMANDERS

SUBJECT: Revised Air Force PME Testing Procedures

1. Effective 1 June 2007, CAP members enrolled in Air Force Professional Military Education (PME) courses (i.e. Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, and Noncommissioned Officer Academy) must be administered exams by one of the following (in order of priority):

- a. Military base testing center.
- b. Under the supervision of a CAP-USAF State Director or an Air Force Reservist.
- c. Under the supervision of two CAP members who have been approved in advance by the CAP-USAF State Director.

2. CAP Wing Test Control Officers must coordinate all Air Force PME examination actions with their CAP-USAF State Director to ensure compliance with these procedures.

3. If you have any questions, please call Mark Schultz, Chief of Professional Development at 888.211.1812, ext. 417, or email him at mschultz@cap.gov.

A handwritten signature in black ink, appearing to read "Antonio J. Pineda".

ANTONIO J. PINEDA
Major General, CAP
National Commander

Attachment:
CAP-USAF/CC New Testing Policy Letter, 3 May '07

cc:
HQ CAP/CV/IG/HC/EX/XP/MD/PD/EXAA
CAP DCS Training (Col Mikelson)
CAP Wing and Region Professional Development Officers
Wing Administrators
HQ CAP-USAF/CC/CV
CAP-USAF Liaison Region Commanders
State Directors



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

1 Jun 07

MEMORANDUM FOR FL WING CAP PERSONNEL ENROLLED IN AIR FORCE PME

FROM: CAP-USAF SD FL
2500 Lakemont Avenue
Box 931635
Orlando, FL 32893-1635

SUBJECT: New testing policy for FL CAP wing personnel enrolled in Air Force PME

1. All FL CAP wing personnel that require USAF PME testing will go thru the FLWG Director of Professional Development to the FL State Director who will coordinate with the appropriate USAF education facility and ensure the testing is accomplished in accordance with CAP-USAF current guidance.
2. The following courses apply; Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy and Noncommissioned Officer Academy.


Jerry C. Angley, GS-12, DAF
FLWG State Director

ATTENTION: TEST CONTROL OFFICERS AND PROFESSIONAL DEVELOPMENT OFFICERS

New procedures from Air Force Institute for Advanced distributed learning (AFIADL)

As of 1 January 2005, Air Force Institute for Advanced Distributed Learning (AFIADL) will no longer respond to requests for assistance made on AFIADL Form 17. *The only AFIADL Forms 17 that will be processed are requests for instructional INQUIRIES to be forwarded by AFIADL to the course author.*

You will use the AFIADL Customer Help Desk web site to request a Course Exam. Also use this same procedure to request a change of address, extend course completion date, etc. As listed on the AFIADL form 17

Use the following procedure:

- 1 Go to the AFIADL Customer Support web site: <http://afiadl.custhelp.com>
- 2 Click on the "Ask a Question/Request" tab (shown above in dark blue)
- 3 In the "User ID" text entry block, enter your e-mail address
- 4 In the "Question Data" block, enter your full name, last four digits of your Social Security Number (SSN), and request the Course Exam be sent to **Test Control Facility Shred code** established for your Wing. If you don't know the nine digit Shred code number contact your Unit or Wing test Control officer, Professional Development Officer to get it.

The screenshot shows the 'Ask a Question/Request' form on the AFIADL Customer Support web site. The form is divided into several sections: 'Identification' with a 'User ID' field; 'Question Data' with a large text area for the question; 'Additional Information' with dropdown menus for 'Categories' and 'Branch of Service', and a text field for 'course name/number'; and 'Attach Documents to Question' with a 'Browse...' button. At the bottom, there is a 'Submit Question' button.

This close-up shows the 'Identification' section of the form. It features a 'User ID' text entry field with a small icon to its right. Below the field is a hint: '(enter email address if you do not have a user ID)'. A red asterisk is visible to the left of the 'User ID' label.

This close-up shows the 'Question Data' section of the form. The 'Question:' text area contains the following text: 'Jchn Q. Smith', 'SEN: 1234', and 'Request Course Exam be sent to Test Control Facility 91409-7688-4'. A vertical scrollbar is visible on the right side of the text area.

Caution: This is not a secure website. Do not include your full Social Security Number in any correspondence being sent to this website. Use only the last four digits of your SSAN.

- 1 In the “Categories” text entry block, select “Civil Air Patrol courses” from the drop-down list
- 2 In the “Course Name/Number” block, enter the Course name and AFIADL course number
example: CAP Sr. Officers Course 00013
- 3 In the “Branch of Service” block, select “Civil Air Patrol” from the drop-down list
- 4 When you have completed the form, click “Submit Question”

Additional Information

* **Categories:** Civil Air Patrol Courses

course name/number:
Identify the course name/ number your question is about (if applicable)

* **Branch of Service:** Civil Air Patrol

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- Retired
- Air Force
- Army
- Navy
- Marine Corps
- Coast Guard
- Civil Air Patrol
- Civil Service
- Other

When You are Done...

Submit Question

AFIADL will respond with an e-mail to confirm your request.

AFIADL will mail the Course Exam to Wing Headquarters Test Control Officer, where it will be forwarded to your unit's Test Control Officer.

If you need further assistance please contact Mrs. Jennifer J. Carroll at the contact numbers listed below.

Toll free number (877) 227 9142 Ext. 210

Email jcarroll@cap.gov . DSN 493-5798

Commercial (334) 953-5798