

# AFIADL Catalog

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## General Information

### The Extension Course Program

The Extension Course Institute (ECI) was established in 1950 as one of Air University's professional specialized schools. As the Air Force's only correspondence school, the institute's original mission was to provide voluntary nonresident courses for both active duty and reserve Air Force personnel. Today, with a staff of both civilians and military members, the institute supports formal training and educational programs of the Air Force, Air National Guard, and Air Force Reserve. The institute provides career-broadening courses to people throughout the Department of Defense and to civil service employees in all federal agencies.

In the new millennium, ECI has a new name, the **Air Force Institute for Advanced Distributed Learning (AFIADL)**, and a broader mission. We will continue to serve members of the Air Force and DOD with the same pride and dedication that we have in the past.

### Mission

Over the years the institute's mission has undergone several major changes. In 1963 the institute became an essential and mandatory part of the dual-channel on-the-job-training program when it started providing self-study materials for the specialty knowledge portion of the Air Force's official upgrade training program. In 1969 the Extension Course Institute was given the additional mission of providing study reference materials used in preparation for specialty knowledge testing under the weighted airman promotion system. Since 1977 the institute has functioned as the registrar for Air University. The Air University Registrar maintains records and issues diplomas, not only for the institute's courses but also for all Air University schools except the Air Force Institute of Technology. Beginning in February 2000, the Registrar became a part of the Air University Academic Office (AU/CF), but continues to provide registrar support to the Air Force Institute for Advanced Distributed Learning (AFIADL).

### Objectives

AFIADL's motto-Air Force Readiness Through Education-stems from a belief that educational improvement of our Air Force men and women increases their ability to support the military posture of our nation, and that military readiness requires continuing education and training of all our armed forces. AFIADL sustains and strengthens this role through:

- Maintaining excellence in correspondence courses. This is done through internal efforts, accreditation through the Distance Education and Training Council (DETC), and review by the Air University Board of Visitors.
- Continuing American Council on Education evaluation of our courses for credit recommendations in upper baccalaureate, lower baccalaureate, and vocational areas. This program assists graduates of our courses to continue their education and pursue degrees at non-DOD institutions.
- Providing our expertise to larger correspondence education communities. Our annual participation in a variety of conferences, and publishing articles in journals are the methods we use to gain and share knowledge.

- Maintaining an open line of communication to benefit the students. The AFIADL Catalog provides up-to-date information on our courses, programs, and points of information.

## **Organization**

The Air Force Institute for Advanced Distributed Learning entire focus is distance learning. It delivers education and training at a distance by developing, publishing and distributing career development courses, professional military education and specialized courses to Air Force warfighters and warfighting support people worldwide. AFIADL also distributes study material to eligible Air Force enlisted personnel in support of the Weighted Airman Promotion System (WAPS). The Air University Registrar, formerly a part of AFIADL, continues to provide enrollment services, maintain records, and produce transcripts and diplomas for non-resident courses.

## **Extension Course Initiatives**

AFIADL operates in a fully automated environment. Course development, production, distribution, and the registrar and student administration functions are managed on a sophisticated system consisting of nearly 400 PCs and a mainframe. To profit from rapidly growing technological capabilities, AFIADL is enhancing its efficiency and productivity by procuring advanced computer systems and software. The new equipment and software should greatly enhance AFIADL's ability to meet the needs of the Air Force for better training at a better price. Students will experience better service and enjoy more current lessons. All of these AFIADL improvements will contribute to increased Air Force readiness.

## **CBI**

In November of 1993, AFIADL incorporated the first computer-based instruction (CBI) in the curriculum. To date, we have several courses that incorporate CBI, with interest from the functional areas in converting more paper courses to multimedia.

CBI is recognized Air Force-wide as a viable alternative in distance learning for certain subject areas. For the student, the difference between the traditional print-based product and computer-based instruction is in the delivery mode, with CBI offering more interactivity. The same educational methodology is applied in the development of each medium. CBI is forwarded to you in the form of floppy diskettes or compact disks with supplementary hard copy instructions for loading and possible additional printed reference material or read.me files for printing. Instructions also include a brief description of minimum hardware requirements for the product. **NOTE:** Hardware requirements are also listed in the catalog under each course number. Please review the hardware requirements before enrolling in CBI courses.

## **Resident Curriculum**

### **AFIADL Course for Authors —MECI 100**

Acting within budget restrictions, the institute conducts a one-week course to provide new writers of career development courses with the basic knowledge and experience needed to produce effective extension course materials. The course is a practicum in the use of instructional systems development to write and revise career development courses. During the week, new writers work under the tutelage of institute educators and gain hands-on experience in every phase of course development: planning; writing topical statements; developing tests and text; and processing and evaluating a course. New writers also become familiar with the institute's procedures and become acquainted with staff members with whom they will be working.

## **Non-resident Curriculum**

AFIADL offers over 400 courses in three categories professional military education courses, specialized courses, and career development courses.

## Professional Military Education (PME) Courses

The professional military education courses are taken by both commissioned and noncommissioned officers. These courses teach leadership, management principles, techniques of effective communication, problem solving, analysis of professional reading materials, international relations, national decision making, and defense management. They also cover the psychology of learning, individual differences, and the techniques of teaching. The courses give students the broad skills and knowledge needed to be effective at various stages in their careers.

AFIADL offers Professional Military Education (PME) by correspondence. PME is also available by seminar or in-residence through the subject schools. The institute offers the following programs:

- Air Command and Staff College (ACSC) Distance Learning Programs
- Air War College (AWC) Nonresident Studies
- Civil Air Patrol (CAP) Senior Officer Course
- Non-commissioned Officer (NCO) Academy Correspondence Course
- Airmen Leadership School Associate Program
- Squadron Officer School (SOS) Nonresident Programs
- Senior Non-commissioned Officer (NCO) Academy Correspondence Course
- Senior Non-commissioned Officer (SNCO) Professional Military Education Course
- USAF Reserve (USAFR) Officer Preparatory Course

## Specialized Courses (SCs)

These courses provide valuable information and career broadening knowledge to individuals. AFIADL offers specialized courses in several career fields.

Course Title	Course Fld No
Supervisor Safety	(19)
Public Affairs (CAP)	(20)
Safety (CAP)	(21)
Civilian Personnel	(C2)
Medical	(4B)
Health Services	(41)
History of U.S. Air Power	(50)
Logistics, Plans and Programs	(66)
Personnel	(73)
Public Affairs	(79)
Security Police	(81)

## Career Development Courses (CDCs)

Career development courses constitute the largest portion of the institute's curricula. These self-study courses help enlisted personnel complete the specialty knowledge portion of the dual-channel on-the-job-training program. Enlisted personnel must complete career development courses successfully at

various stages to advance in their careers. Career development courses are also available on a voluntary basis to others for career broadening. The institute offers career development courses in the career fields listed in the table below and continued on the next page. Interested students can obtain further information about the institute's courses and enrollment through their base education services office. A complete description and listing of courses offered by AFIADL is available in this catalog.

Course Title	Career Fld No
Aircrew Operations	(1A)
Command Control Systems Operations	(1C)
Intelligence	(1N)
Safety	(1S)
Aircrew Protection	(1T)
Weather	(1W)
Manned Air and Space Maintenance	(2A)
Communications-Electronics Systems	(2E)
Fuels	(2F)
Logistics Plans	(2G)
Missile and Space Systems Maintenance	(2M)
Precision Measurement	(2P)
Maintenance Management Systems	(2R)
Supply	(2S)
Transportation and Vehicle Maintenance	(2T)
Munitions and Weapons	(2W)
Information Management	(3A)
Communications-Computer Systems	(3C)
Civil Engineering	(3E)
Civil Engineering (Fire Protection)	(3E)
Historian	(3H)
Morale, Welfare, Recreation, and Services	(3M)
Public Affairs	(3N)
Security Police	(3P)
Mission Support	(3S)
Visual Information	(3V)
Medical	(4)
Dental	(4Y)
Paralegal	(5J)
Chaplain Service Support	(5R)

Contracting	(6C)
Financial	(6F)
Special Investigations	(7S)
Reporting Identifiers	(9S)

### **Academic Credit Recommendations**

A list of academic credit recommendations for AFIADL courses can be found in the *2004 Guide to the Evaluation of Educational Experiences in the Armed Services*. You may also access the ACE Website at [www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu) for credit recommendations.

## **Counseling Students**

### **Base/Unit Functions**

AFIADL depends upon unit education and training personnel to inform eligible persons of the AFIADL courses available, assist in their enrollment, and enforce rules and policies so the program can operate efficiently and provide maximum benefit to both the students and the Air Force. Policies and procedures outlined in this catalog are governed by AFI 36-2201.

Education Services Officers are responsible for local administrative handling of voluntarily enrolled students and for ensuring that they meet prerequisite qualifications. This includes reviewing for accuracy, approving, and transmitting applications. All voluntary enrollments for Air Force Active Duty, Air National Guard and Air Force Reserve personnel must be processed through PC III or MILPDS. See enrollment channels.

Base Education and Training offices designated by the major commands are responsible for administrative handling of students mandatorily enrolled in CDCs under the OJT program. All mandatory enrollments must be processed through the PC III or MILPDS. To prevent delays, Base Education and Training managers must take special care to verify the accuracy of all enrollment data.

Transactions processed through Base Education or Base Training Offices should be checked no later than 7 to 10 days using the web link to CDSAR to ensure transactions have been updated in the CDSAR System.

### **Course Progression**

Education services officers, training managers, and supervisors should ensure each student receives the proper counseling and guidance. Students must understand their responsibility in meeting progress and completion schedules; especially students voluntarily enrolled in specialized courses and CDCs. They should encourage students to begin working as soon as their courses arrive and to study on a regular basis. Closely monitoring their students' progress increases the likelihood of course completions.

### **Your Key to a Successful Course**

OJT supervisors/trainers should take time to go through the *Key to a Successful Course* pamphlet with each student. Education Office Personnel should encourage voluntary students to read the "Key" prior to studying course materials. It is a valuable educational tool for students. By reading the "Key," students will also become familiar with the AFIADL feedback and reinforcement system of learning.

### **Posting Changes**

The first step for students to take (after reading the "Key") is to post changes (if any) to their texts. Changes are noted on the course package shipping list.

## Text Exercises

The texts are divided into learning segments or lessons. Each lesson has a series of self-test questions for the student to complete and to check by using answers provided in the text.

## Unit Review Exercises (UREs)

The text also has multiple choice exercises for the student to complete. Supervisors/trainers should score Unit Review Exercises (UREs) for mandatory students as they complete each unit of study. Voluntary students should score their own UREs.

**NOTE:** Trainers should be sure to use *only* the scoring keys included in the student's package because scoring keys are updated with each mailing to show the latest scoring changes.

## Completion Certificates

When a student satisfactorily completes the CE, AFIADL certifies course completion. Certification for all students is sent via AFIADL Form 9. In addition, AFIADL provides certification to HQ AFPC via AUTODIN for completions by all active duty Air Force, Air National Guard, and Air Force Reserve personnel. This service provides for automatic MILPDS update. The AFIADL Form 9 is the official source document for verifying course completion and posting personnel records.

Duplicate AFIADL Form 9 postcards maybe requested by contacting Air University, AU/CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 or by calling DSN 493-8128 or COMM (334) 953-8128. Requests using the AFIADL Form 17 may be faxed to DSN 493-8127 or COMM (334) 953-8127. E-mail: [au/cfrr@maxwell.af.mil](mailto:au/cfrr@maxwell.af.mil).

All inquires pertaining to officer PME must be processed through the servicing MPF Classification and Training Unit. If officer PME is not updated in MILPDS two weeks after course completions, contact AU Officer PME Update Office (AU/CFRO) for assistance. DSN 493-4776 or COMM (334) 953-4776.

## Diplomas (Professional Military Education)

Diplomas are automatically issued for Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, Command Noncommissioned Officer Academy, Airman Leadership School Course (Course 00001) for students completing after 1 October 2002, CAP Senior Officer Course, USAFR Officer Preparatory Course, and History of US Air Power (Course 50). If graduates of these programs do not receive diplomas within 60 days, they should contact AU/CFRR, with the exception of Air War College. Students should contact Air War College concerning their diplomas. Notify AFIADL immediately if the student's name or rank changes during enrollment to ensure correct information is contained on the diploma.

## Transcripts

Air University Registrar provides transcripts for those completing AFIADL courses. Due to privacy act restrictions, the signature of the requestor is required. To obtain a transcript request form, contact the AU Registrar at DSN 493-8128 or COMM (334) 953-8128. *You may also access a transcript request document on the AU Registrar Website at [www.maxwell.af.mil/au/cf/auregistrar](http://www.maxwell.af.mil/au/cf/auregistrar).*

## Point Credit

Members of the USAF Reserve and Air National Guard not on extended active duty may qualify for retirement point credit through enrollment and completion of AFIADL courses. Point credit is authorized according to eligibility criteria defined in AFI 36-8001. Members interested in point credit should consult AFI 36-8001 to ensure they meet all conditions. Questions concerning point credit should be directed to the Air Reserve Personnel Center (ARPC), DSN 926-6012 or COMM 1-800-525-0102, or visit their website at [www.arpc.afrc.af.mil](http://www.arpc.afrc.af.mil) for additional information.

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Points are based on the study hour (1 point per 3 study hours) allocation for each volume and/or CE. The *AFIADL Catalog* indicates the hour and point allocation.

Non-EAD officers cannot take CDCs (5-digit course numbers) for retirement point credit.

AFIADL reports satisfactory course completion to AFPC for inclusion into Guard and Reserve records.

## **Enrollment Information**

### **Eligibility**

Student eligibility is governed by the policies contained in AFI 36–2201, Attachment 3, and AFI 36–2301. Participation in the AFIADL program will not affect selection to the corresponding resident school.

AFIADL courses are available to a variety of individuals whose eligibility to enroll is based on their association with the US Government. Listed below are the various groups whose members may enroll in AFIADL courses. Following the list is a table of enrollment channels for these personnel.

1. Active duty, National Guard or Reserve members of the US military services. Retired military personnel are not eligible for enrollment.
2. Civil Air Patrol senior member officers or cadets who have achieved the General Billy Mitchell Award or higher.
3. Employees of the United States government, including nonappropriated fund and nonappropriated fund instrumentality employees.
4. Civilians of international countries employed by a DOD agency are eligible to enroll in job related CDCs. The request should be processed as a mandatory enrollment, using a unit mailing address, and the AFIADL Form 23 should state 'Employee of the US Government'.
5. International military officers eligible for **foreign military sales** training programs may request enrollment in USAF PME correspondence programs. They will submit their applications for enrollment to the **in country US representative** who will act as sponsor and ensure the applicant meets enrollment criteria. Each enrollment is handled on a case-by-case basis. Refer to AFI 36-2301, para 3.7, for enrollment procedures.
6. Air Force contractor employees in accordance with ETCA, Section F, Paragraph 6.9, Air Force Education and Training Course Announcements, (formerly AFCAT 36–2223, *USAF Formal Schools*).
7. Red Cross Volunteers donating their services to the Air Force (job-related career development courses or specialized courses only).

### **Pre-enrollment Counseling**

Base Training and Education Officers, Managers, Monitors and Supervisors are responsible for ensuring that students are properly enrolled and are aware of the various controls, limitations, and benefits associated with their enrollments. The following topics provide necessary information to use when discussing course enrollments with students.

### Enrollment Channels

Personnel who are	And who are	May enroll in AFIADL courses through	Applications must be approved by
Members of the USAF (enlisted)	On active duty, Air National Guard, or Air Force Reserve assigned to a Unit  Exception: AFR assigned to a 900 Numbered Sq. RRPS, NARS (Sanctuary), or MAJCOM mobilization augmentee position. AFR assigned to ARPC in a category other than listed above.	Unit/Base Training and Education Offices utilizing the MILPDS and PC III system, when in upgrade/lateral training or retraining required by their major command to complete the requested course or when enrollment is voluntary  HQ ARPC/MSPUC-2 Denver CO 80280-3800 1-800-525-0102 X330 website: <a href="http://www.arpc.afrc.af.mil">www.arpc.afrc.af.mil</a>	Unit Education and Training Manager   Air Reserve Personnel Center
Officers who are members of the USAF	On active duty, Air National Guard, or Air Force Reserve Officers assigned to a unit (exception IMA's) (See above)	Education Services Office utilizing MILPDS/PC III. Voluntary Enrollments (IMA's. See instructions in Block 1.)	Education Services Officer
USAF members	On active duty, Air National Guard, or Air Force Reserve Personnel at DEPLOYED LOCATIONS without MILPDS or PCIII systems. (Both Voluntary and Mandatory)	AFIADL Form 23 may be faxed to DSN 493-8127 or Com (334) 953-8127.	Education/Training Personnel
Civil Air Patrol Members	Senior member officers or cadets who have achieved the General Mitchell Award or higher	Wing Training Office or Education Services Office (See note 1 below)	Unit Commander or designated representative
Members of other Military services	On active duty, National Guard, or Reserve	Appropriate training or Education Services Office (See note 1 below)	A designated official of the applicant's service.

US Civil Service, including Non-Appropriated Fund	Employed by the USAF Employed by other Federal agencies	Base Education or Training Office (See note 1 below)	Education Officer or Supervisor
USAF Contract Employees	Eligible IAW ETCA, Section F, Paragraph 6.9	Base Education Office (See note 1 below)	Education Officer or Supervisor
Civilians of International countries	Employed by the Department of Defense	Base Education Office (See note 1 below)	Base and Unit Education and Training officer personnel or designated official of other services. Application should state "Employee of the US Government." Enroll as mandatory students and use unit address.
Red Cross Volunteer Workers	Donating their services	Base Education Office (See note 1 below)	Education Officer. Application should state "Volunteer Worker."
Foreign Military Officers	Eligible for Foreign Military Sales may enroll in officer PME, See AFI 36-2301, para 3.7	Base Education Office (See note 1 below)	In-Country US Sponsor

**NOTE: Use AFIADL Form 23 Enrollment application to request enrollment for all categories other than Active Duty Air Force, Air National Guard and Air Reserve personnel. Exception: Deployed Active Duty Air Force, Air National Guard and Air Reserve personnel at sites without MILPDS and PCIII systems. Fax to DSN 493-8127 or COMM 334-953-8127 or mail to AU/CFRR, 60 Shumacher Ave, Maxwell AFB AL 36112-6337. Form 23 may be printed from website [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) in the forms folder.**

### **Enrollment Restrictions**

Air Force Active Duty, Guard, and Reserve enlisted personnel may not enroll voluntarily in a CDC. This restriction applies to all federal employees who have military affiliation as a member of the Air Force Reserve. All CDC enrollments for Active Duty Air Force, Air National Guard and Air Force Reserve enlisted personnel will be submitted through the training office utilizing the MILPDS and PC III, and must be mandatory.

Enrollments that result in the student obtaining WAPS study material are not authorized.

Enrollments in CDCs must be job related. The first two digits of a course number are used to verify whether a course is job related and in the individual's career field. Non-job related enrollments in CDCs require written certification from the individual's supervisor or officer-in-charge stating the CDC is necessary for job performance. In addition, active duty, guard, and reserve military enrolling in non-job related courses with proper certification, will still enroll mandatorily and will incur the penalties as for job related CDCs.

Air Force Active Duty, Air National Guard, and Air Force Reserve students cancelled for course failure in mandatory CDCs will not be reenrolled. See AFI 36-2201, Vol 3, Chapter 9.

Air Force Active Duty Air National Guard, and Air Force Reserve students dropped for nonparticipation, or withdrawn per student request, may *not* reenroll in CDCs without reactivation/reenrollment approval. See AFI 36-2201, Vol 3, Chapter 9. Waivers to enroll in follow-on CDCs with prerequisite requirements will not be processed.

Students must possess the appropriate security clearance to be eligible to enroll in classified courses.

**Enrollments in specialized courses will be voluntary. Any enrollment cancelled for nonparticipation in a specialized course will incur a six month restriction.**

### **Two Time Course Failures Waivers for Air Force Active Duty, Air National Guard, and Air Force Reserve Personnel**

After two time course failures, single course waivers for CDC series (A-B-C-etc.) can only be processed if there are no prerequisite requirements. When completion of prerequisites are required for follow-on enrollments, waivers must be processed for the entire CDC requirement (A-B-C-etc.).

### **Enrollment in More than One Course**

1. Students who are training for award of a 3-skill level Air Force specialty code (AFSC) must *not* be concurrently enrolled in the 5-skill level Career Development Course (CDC) for the same AFSC. (EXCEPTION: Medical Laboratory Technician (4T)). This restriction applies to all federal employees who have military affiliation as a member of the Air Force Reserve.
2. Personnel who are eligible to participate voluntarily are limited to *one* voluntary enrollment in a CDC or specialized course at a time. The Education Office may approve a voluntary enrollment only if:
  - a. Any previous voluntary enrollment in a CDC or specialized course has been completed. A course failure in a *voluntary* CDC or specialized course is an unsatisfactory completion and does not incur a penalty.
  - b. Any penalty incurred for noncompletion of a previous voluntary enrollment in a CDC or specialized course has expired. Education Office Personnel should carefully check the training record of each potential voluntary enrollee to ensure enrollment eligibility.
  - c. A student may be enrolled voluntarily in two different course types at one time. Examples: one PME and one CDC, one PME and one specialized course, or one CDC and one specialized course.

### **General Enrollment Information**

#### **CDSAR Access**

Cancellation/Status Codes used in CDSAR

CC – Course completed satisfactorily.

CF – Course cancelled for failing both exam attempts.

AE – Enrollment cancelled by AFIADL for administrative expediency; student may be in wrong course; AFIADL cancels student to get them into the correct course. No penalty incurred.

SR – Enrollment cancelled because of student request. Cancellation can be processed through MILPDS or PCIII. Voluntary enrollees in CDCs or Specialized Courses will incur a six-month penalty. PME-See individual courses in the AFIADL catalog for penalty information.

NP-Enrollment cancelled for failure to complete all course requirements within the allotted time. Voluntary enrollees in CDCs or Specialized Courses incur a six-month penalty. PME-See individual courses in the AFIADL catalog for penalty information.

See Reactivation/Reenrollment requirements for information on procedures and policies for Air Force Active Duty, Air National Guard and Air Force Reserve students when a mandatory CDC enrollment is cancelled.

### **MILPDS and PC III**

Applications for both mandatory and voluntary enrollments of Air Force military personnel are processed through MILPDS and PC III. PC III enrollments are processed in the unit where available or through MILPDS by the Base Education/Training Office. Confirmation of processed actions should be verified in CDSAR within 7-10 days from the original input date.

**NOTE:** Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7–10 days after the original input.

Education and Training managers are required by AFI 36–2622 V5 to enroll mandatory students through the use of these terminals. PC III problems should be addressed to local Personnel Systems Manager (PSM) personnel. Mandatory and voluntary enrollments for Air Force Active Duty, Air National Guard and Air Reserve Personnel will not be manually processed.

### **AFIADL Form 23, Enrollment Procedures**

The AFIADL Form 23 is used for:

- US civil service employees, Department of Defense (DOD) military personnel, other than Air Force Active Duty, Air National Guard, and Air Reserve Personnel), Civil Air Patrol members, volunteer and contract workers, and international civilian employees of DOD agencies and foreign military members.
- Applications for courses requiring certification or special approval.
- All AFIADL Form 23s received from Air Force Active Duty, Air National Guard, and Air Reserve military personnel will be returned to sender without action.
- Deployed Active Duty Air Force, Air National Guard and Air Force Reserve Personnel at sites without MILPDS and PCIII systems can use the AFIADL Form 23 for both voluntary and mandatory enrollments. Fax to DSN 493-8127 or Com (334) 493-8127.

**NOTE:** AFIADL Forms 23 may be obtained on line at [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) or through your local base education/training office.

To complete the enrollment application, follow these instructions:

#### **Item 1**

AFIADL Course Number Desired: Access the AFIADL Catalog at [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) for the course number, availability of course, and eligibility. For CBI course materials also check for system compatibility prior to course enrollment.

#### **Item 2**

Course Title.

#### **Item 3**

SSN: Verify Social Security Number, Enrollments will not be processed without a valid SSN (exception international civilian employees).

#### **Item 4**

Phone Number (Student's or Education Office).

**Item 5**

Name (Complete name of student is required).

**Item 6**

Current Grade (Fill in the appropriate box with paygrade/rank).

**Item 7**

Category (Check appropriate box).

**Item 8**

Enrollment Code (Check appropriate box) (Code L-MANDATORY ENROLLMENT: Use for civilians of the international countries enrolling in job related CDCs. Enrollment application should state "Employee of the US Government.")

Code N-VOLUNTARY ENROLLMENT: Members of other US military services, Civil Air Patrol, US Civil Service (including non-appropriate fund) and USAF contractor employees (eligible IAW ETCA, Section F, Paragraph 6.9). Red Cross volunteers must include the statement: "Volunteer Worker."

**Item 9**

Address (Complete address to include 9 digit mailing zip code is required).

**Item 10**

Test Control Facility Zip Code/shred (Enrollment cannot be processed without the Test Control Facility zip code where you will be taking your final exam) (Use the web link to obtain a listing of TCFs in zipcode order). [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) in the site index under "T".

**Item 11**

Comments.

**Item 12**

E-mail address (students email address, not required, however, is beneficial when trying to contact the student)

**Item 13**

Signature (both student and approving official) (Approving official confirms eligibility of student, accuracy of data and then signs the form).

**Test Control Facility Number**

When enrolling students through Base Education and Training Office, Education and Training managers must make sure they use the correct TCF zip code and shred (11 digits - zip code, dash, plus four numbers and shred). In most cases they will use the local number, but not when enrolling a student from a geographically separated unit (GSU) serviced by their MPF. In that case they should use the TCF zip code and shred of the enrollee's base of assignment.

The correct four-digit extension to the zip code should not consist of 0001, 5000, or 0000. Test Control Facilities utilizing these extensions should obtain correct plus four extensions from the local postal system. AFPC will update all TCFs into the MILPDS and PCIII. In addition, the unit requesting enrollment or in-processing transferring students should ensure the enrollment request reflects the enrollee's correct TCF zip code and shred.

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## **Special Enrollment Instructions**

### **For Air Force Special Investigation Agency**

Air Force Special Investigation Agency personnel must process all enrollments through HQ AFOSI/DPPT, 1535 Command Drive, Suite C207, Andrews AFB, MD 20762–7002.

### **For ALL CLASSIFIED AFSCs**

These CDCs are administered jointly by AFIADL and Goodfellow AFB, TX. Enrollments will be processed through PC III or MILPDS. Upon receipt of the Welcome Card (AFIADL Form 9), training managers must contact the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB, TX 76908, in writing (FAXs sent to DSN 477–3928/5518 or Com (325) 654-3928/5518 are acceptable) to coordinate shipment of the CDCs and course exams. The request should include the course number, unit POC, DSN number, unit mailing address, and Defense Intelligence Agency (DIA) document account number. If this is a first time request, the letter must also include a unit security manager endorsement verifying the training manager's security clearance and certifying that the unit has suitable storage capability for Secret material and classified course exams.

### **For Reporting Identifiers 9S100**

Applied Geophysics and Applied Sciences Job Knowledge Development Courses (JKDCs) are administered jointly by AFIADL and Goodfellow AFB, TX. Enrollments will be processed through PC III or MILPDS. AFIADL will send a Welcome card (AFIADL Form 9) and a test answer sheet. Unit training managers must then contact 312 TRS/DOEX, 170 Griffin Street, Suite 1B, Goodfellow AFB, TX 76908–4213 in writing (DSN FAX 477–4501 or Com (325) 654-4501) to coordinate shipment of JKDCs. Provide the following information when ordering: Course number, enrollee's name, SSAN, rank, enrollment date, unit of assignment, and the unit's POC, DSN number, and where JKDCs will be shipped. If the enrollee is stationed at other than an AFTAC unit, the request must also include a separate letter (or endorsement on the JKDC enrollment request letter) from the unit security manager verifying the enrollee's security clearance.

### **PME Distance Learning**

Enrollments for all PME correspondence programs are processed via MILPDS for Air Force Active Duty, Air National Guard and Air Reserve Personnel. IMA reservists must enroll through ARPC in Denver. DSN 926-6396 or Com 1-800-525-0102X330. IMA reservists may request enrollments through website at [www.afpc.afrc.af.mil](http://www.afpc.afrc.af.mil). However, AWC and ACSC nonresident programs require certain eligibility requirements, and procedures vary from normal AFIADL enrollments. Education Office personnel should refer to AFI 36–2301 and the AFIADL catalog for procedures to follow to obtain assistance or address questions concerning course or student status and requirements.

### **Air Command and Staff College Distance Learning Program**

The ACSC Distance Learning Programs, both correspondence and seminar, require completion of a 69-lesson course. Correspondence enrollments for Active Duty Air Force, Air National Guard, and Air Reserve Personnel must be submitted through MILPDS to AFIADL. AFIADL Form 23 Distance Learning Application should be used to request enrollments for members of US military services, CAP, international officer, Red Cross volunteers, and civil service employees. The local Base Education Office or Training Office should provide assistance in completing the AFIADL Form 23.

To enroll in the ACSC seminar programs an applicant should contact the Education Office. Education Offices interested in establishing a new seminar should call DSN 493–7901 or E-mail [acsddl@maxwell.af.mil](mailto:acsddl@maxwell.af.mil). Enrollment dates are announced via message each year. Seminar organizational meetings are held approximately the second week of August and classes begin approximately the third week of August at bases/locations worldwide. Seminar enrollments should be submitted through MILPDS; however, a copy of **cyber seminar** enrollments should be mailed into ACSC/DLO, 225 Chennault Circle, Maxwell AFB AL 36112–6426, or faxed to DSN 493–4003.

## **Air War College Nonresident Studies Enrollment**

The AWC Nonresident Studies Program provides a seminar or correspondence option for program completion, both of which parallel, as closely as practical, the resident school curriculum. These self-study programs are designed for eligible senior level personnel who are unable to attend AWC in residence.

1. The Seminar Program provides the advantage of group interaction and exploits the advantages of individual learning with group discussion and informal exchanges of views. Small group seminars of 8 to 20 students meet regularly for 40 lessons as specified in the Student Guide and Seminar Handbook.
2. The Correspondence Program is specifically designed to meet the needs of those who do not have a seminar available or cannot meet seminar attendance requirements.

Eligible applicants may enroll in the AWC seminar program between March and July and may enroll in the correspondence program at any time. Applicants must complete Maxwell AFB Form 53 that is available at [www.au.af.mil/au/awc/enrolppr.htm](http://www.au.af.mil/au/awc/enrolppr.htm) and obtain servicing ESO signature as well as the appropriate test control facility number (available from the ESO) to enroll in either program. *AFIADL Form 23, APDSII, or previous versions of Maxwell Form 53 will not be used for enrollment.* Completed Maxwell Forms 53 may be submitted via mail to AWC/NSE, 325 Chennault Circle, Maxwell AFB, AL 36112-6427 or, FAX the enrollment form to DSN 493-7225, Com (334) 953-7225.

## **Reenrollments**

### **PME, Specialized and Career Development Courses (voluntary enrollments)**

Voluntarily enrolled students who are disenrolled for noncompletion (NP) of a specialized course or CDC within the time limits are ineligible to enroll voluntarily in a specialized course or CDC for Six months following the date of disenrollment. Enrollees in PME programs should see specific course guides and/or handbooks. Students who are eligible to enroll in a course for a second time should follow normal enrollment procedures after the restriction period is over, even though they possess the original course package. This provides them with current course materials and assures compatibility of course materials with updated course examinations

### **Mandatory CDCs (Two-time Course Failure)**

Students who are cancelled for two-time course failure in a mandatory CDC may not reenroll in that CDCs in either a mandatory or a voluntary status. Follow procedures in AFI 36-2201 for CDC waiver procedures.

### **Reenrollment/Reactivation Waiver for Cancelled CDCs**

Active Duty Air Force, Air National Guard, and Air Force Reserve personnel disenrolled from mandatory CDCs for noncompletion (NP) or are cancelled by student request (SR) will not be eligible to reenroll or have the CDC reactivated without an approved waiver. For waiver information see reactivation/reenrollment procedures below, or refer to AFI 36-2201, Vol 3, Chapter 9. Waivers to this policy must fully document extenuating circumstance that justifies reenrollment.

### **Reenrollment Procedures for Manadatory CDCs**

Approval authority is MAJCOM Training Manager for active duty, HQ AFRC/DPTS for Air Force Reserve personnel, and HQ ANG/DPDT for Air National Guard personnel. Approved reenrollment packages will be forwarded from the MAJCOM to AU CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 for processing or may be faxed to DSN 493-8127. Reenrollments should be requested only for those students who do not have original course material or the cancellation has exceeded the 90-day timeframe or the edition of the course that the student was enrolled in is

deactivated. **Reenrollments are not authorized for Active Duty Air Force, Air National Guard and Air Reserve Personnel members failing their CDC COURSE EXAM twice.**

### **Reactivation Procedures for Mandatory CDCs**

Approval authority is squadron commanders or equivalent if the period of disenrollment is 90 days or less. Reactivation beyond 90-days must be processed for group commander approval and can be accomplished only if the edition of course that the student was originally enrolled in is still the active edition. There can only be one reactivation granted. Courses deactivated by the AFCFM are not included. Trainee must complete the new course. If no course is available, follow reenrollment waiver instructions. Approved reactivation packages are forwarded to AFIADL/DLS, 50 S Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643 or faxed to DSN 596-6143. AFIADL will open the enrollment for 90-days, and forward the course examination, if needed. Any request for reactivation received at AFIADL without proper approval will be returned to the requester to route through proper channels.

#### **NOTE:**

1. To allow sufficient time for processing, reactivations must reach AFIADL well in advance of the 90-day expired limit.
2. Enrollments that have previously been reactivated for a 90-day period cannot be reactivated again.
3. If an enrollment has expired over 90 days, and the course or edition has been deactivated, reactivation is not possible.

### **Professional Military Education Programs**

Refer to AFI 36-2301 for procedures to request waivers for enrollment in PME programs. Also see specific PME Course Study Guide and/or Handbook.

### **Time Limits**

#### **Course Time Limits**

AFIADL courses must be completed within specific time limits, depending upon the type of course or the type of enrollment. The time limits stated for the various programs/enrollments below begin from the date of enrollment and require the completion of the course examination, and a retake CE, if necessary. The date of enrollment is printed on the Enrollment Postcard that is forwarded to each new enrollee.

- Air War College (AWC) Program-Correspondence and Seminar students should refer to the Student Guide (included with every course package) to determine course time limits.
- Air Command and Staff College (ACSC) Program-Students should refer to the student handbook (included in every course package) to determine course time limits.
- Squadron Officer School (SOS) Program-Refer to student handbook.
- Senior NCO Academy Correspondence Course-Refer to student handbook.
- NCO Academy Correspondence Course-Refer to student handbook.
- All Other Courses-12 months (30 additional days are allotted for ordering, processing, and mailing CDCs.)
- Specific Specialized Courses are 6 months.

## Extensions

Students are granted enrollment extensions in some courses when events beyond their control prevent them from meeting the time requirements. Extensions are limited to a maximum of four months per CDC, specialized course, and single course PME program. Extension requests should be submitted approximately three months prior to enrollment expiration. Enrollees in multi-course PME programs should see specific course guides and/or handbooks.

- Unit or Base Education/Training Office Personnel may request initial 4-month extensions for mandatory and voluntary Air Force Active Duty, Air National Guard, and Air Reserve personnel through PCIII or MILPDS (exception: officer PME extensions must be approved by the schoolhouse) if the capability is available. (**NOTE:** Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7–10 days after the original input.) Transaction requests should be verified in CDSAR within 7-10 days.
- Students other than Air Force Active Duty, Air National Guard, Air Force Reserve personnel must request their extensions using the AFIADL Form 17. All requests must be fully justified and submitted to AFIADL in writing or to the Education Office who may contact AFIADL via the Defense Switching Network (DSN).
- The losing unit is responsible for requesting an extension of the course prior to the trainees departure.

## Course Completions

Satisfactory completion of the course examination or retake examination within the enrollment time limit constitutes course completion. To complete the course examination or retake satisfactorily, the student must attain a passing score. The passing score for CDCs and most specialized course examinations is 65 percent. However, the passing score for PME courses varies. Passing scores for these courses are:

- Course 00001–70%
- Course 00013–65%
- Course 00017–60%
- Course 00050–65%
- NCO Academy–70%
- Course 00005, Senior NCO Academy Multimedia–80%
- Course 00012, Senior Non-Commissioned Officer Course-70%
- Squadron Officer School–65%
- Satisfactory completion of the Air Command and Staff College program is based on a score determined by ACSC.
- Satisfactory completion of the Air War College program is based on a score determined by AWC.

## Establishing a Test Control Facility (TCF)

AU/CFRR establishes TCFs to ensure course examinations (CEs) are secured and administered under proper supervision. CEs are closed-book examinations that must be forwarded to and administered by official AFIADL test control officers/administrators. Nonactive duty personnel will be assigned the nearest official TCF. (**NOTE:** Under no circumstances will a student be allowed to test at Gunter Annex or Maxwell AFB unless he/she is assigned to or on TDY status to those bases.)

On Air Force installations, the Base Training Office is the test facility for mandatory enrollees; the Education Services Center is the test facility for voluntary enrollees, unless they are combined into one test control facility. **Requests to establish test facilities for Air Force, ANG, and AFRC personnel must have the concurrence from the Director of Personnel, and the MAJCOM Education and Training manager or MAJCOM Chief, Education Services Division, as appropriate.** AU/CFRR will not honor requests for establishing Air Force test facilities that do not include written concurrences from the Director of Personnel and MAJCOM Education and Training Manager or MAJCOM Chief, Education Services Division.

Requests to establish a test facility at a geographically separated unit (GSU) must be submitted by the servicing Director of Personnel and must be approved by the MAJCOM Chief, Education Services Division or Training Manager.

- For Air Force Reserve and Air National Guard units, requests must be submitted by the unit commander or designated representative.
- For Civil Air Patrol, requests must be submitted through National Headquarters, Civil Air Patrol, Maxwell AFB, AL 36112-5572. Only a state wing headquarters may be established as an AFIADL test facility.
- For non-Air Force organizations, requests must be submitted directly to Air University Registrar, AU/CFR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337, and must be approved by agency commander or training director.

AU/CFRR closely monitors the requests for new testing facilities and approves only those facilities that are necessary to ensure each student is given a fair and equitable opportunity to test. Testing facilities will not be established merely for the convenience of a few enrollees.

After receiving approval to establish a TCF, AU/CFRR assigns a shred number (used to identify that facility) to the nine-digit zip code/APO number. These combined digits represent an examination code. Test facilities for mandatory and for voluntary enrollees are normally separate agencies. However, organizations may consolidate mandatory and voluntary enrollment records, and one test facility may service all enrollees. Whenever a new test facility is established, AFPC will add the new zip code/shred to MILPDS and PCIII.

AU/CFRR notifies newly established test facilities in writing of the assigned zip code/shred.

### DEPLOYED TESTING POLICY

In circumstances where students must test while deployed, the TCO at the base where the unit is currently assigned must contact AU/CFRR at Maxwell AFB to determine if an official TCF already exist for the deployed location. If a TCF is already established for the location, the TCO follows test transfer procedures outlined in this Catalog. If there is no TCF at the deployed location, either of two procedures may be followed. (1) A new TCF may be established at the deployed site, or (2) the commander of the unit to be deployed may sign a letter appointing an officer or SNCO to serve as test administrator during the deployment. When a letter is used, it must include the name of the appointed test administrator, names of the students to be tested, and the mailing address of the deployed location. The base TCF is responsible for maintaining the letter. If the tests are to be hand carried, the

newly assigned test administrator must sign out the test from the TCF and transport the tests in a secure manner (i.e., locked briefcase). The newly designated test administrator must administer the tests according to testing procedures outlined in the AFIADL Catalog.

## **TEST ADMINISTRATION PERSONNEL APPOINTMENT POLICY**

### **Sample appointment letter may be located at [www.maxwell.af.mil/au/](http://www.maxwell.af.mil/au/)**

The commander or supervisor of an organization established as an AFIADL TCF must appoint in writing a test control officer, a test administrator and alternate test administrator when the testing office is established and each time a new testing official is appointed. Appointees will be responsible for controlling, securing, accounting for, and administering the CEs according to instructions contained in the *AFIADL Catalog* and AFI 36-2201. An alternate test administrator maybe appointed if needed. The appointment letter should contain the TCF zip code/shred, appointees name, SSN, phone number, and e-mail address. The appointment letter will be kept on file in the TCF. A copy must be forwarded to the AU Registrar, AU/CFRR 60 Schumacher Ave, Maxwell AFB AL 36112-6337 or maybe faxed to DSN 493-8127 or Com (334) 953-8127. Commanders granting TCOs approval to receive CEs for AFSCs 1N0X2 and 1N5X1 must also submit a letter to the 315<sup>th</sup> TRS/DODA, 154 Canberra Street, Suite A, Goodfellow AFB TX 76908-4002 verifying that the TCO possesses a SECRET security clearance.

Members should not be appointed as Test Control Officer (TCO), or alternate Test Control Officer (TCO), or test administrator (TA) if the test inventory contains AFIADL tests in which the TCO/ATCO/TA is eligible to be enrolled. If a member subsequently becomes eligible for a CDC course currently in custody and having been appointed, the member must relinquish TCO/ATCO/TA responsibilities with a 6 month restriction from testing, or sign a statement which will restrict him/her from enrollment until 6 months have elapsed since serving as TCO/ATCO/TA. This restriction is applicable to TCOs/ATCOs/TAs who has dual status as a federal employee and as a member of the Air National Guard or Air Force Reserve.

All AFIADL CEs must be administered under the direct supervision of a test control officer (TCO), alternate test control officer (ATCO), or test administrator (TA). The Commander should select TCOs/ATCOs/TAs, who possesses unquestionable integrity, maturity, ability to maintain test security, a good speaking voice, and the ability to handle a group of examinees effectively. They should have training and experience in test administration.

### **The ratio for students to test administrators is 15 to 1.**

## **Test Control Facility Changes**

### **Changing the Address of a TCF**

The test control officer should notify AU/CFRR, 60 Schumacher Ave, Maxwell AFB, AL 36112-6337 when the test facility designation, address, or zip code changes. If the zip code changes, the TCO should provide the old address, old zip code and shred, as well as the new information. Information may be faxed to DSN 493-8127 or Com (334) 953-8127.

### **Deleting Test Facilities**

When an AFIADL test facility is no longer required, the test control officer should notify AU/CFRR to deactivate the office. If any students are actively enrolled at the time of deactivation, the TCO must inform AFIADL of the name, rank, and SSAN of each student; the courses in which the students are enrolled; and the zip code/shred of the new AFIADL test facility where CEs should be forwarded. A test facility cannot be deactivated until all enrollees with that TCF in their records have been transferred to another TCF.

## TCO Directory

Each month the current directory of TCFs is placed on the AFIADL website at [TCF Directory](#). This directory should be used to select TCFs for new enrollees and to ensure course examinations are forwarded to correct TCF addresses.

## Testing

### Requesting End-Of-Course Exams (CEs)

After a student satisfactorily completes all volumes in a course, the course examination (CE) should be requested according to instructions in the course package. One CD-ROM disk containing the five examinations for Course 00005 and one CD-ROM disk containing Civil Engineering CerTest exams will automatically be mailed to the Test Control Facility upon enrollment of a student utilizing that particular TCF zip and shred. The CD-ROM will not be issued to TCFs that do not have students enrolled in the course. Upon receipt of the initial CD-ROM, additional CD-ROMs can be requested by contacting AFIADL/ECOD, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643, or by calling DSN 596-4628 or Com (334) 416-4628.

### Course Exam (CE) Security

AFIADL mails unclassified CEs to test control officers (TCOs) who must ensure that exams are secure at all times and that unauthorized personnel are not permitted access to them. AFIADL will only mail the CE answer sheet for Classified AFSCs. TCOs must request the CE for these AFSCs from the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB, TX 76908, in writing (FAXs sent to DSN 477-3928/5518 or Com (325) 654-3928/5518 are acceptable) to coordinate shipment of the CEs. The request must include the CE version number, the TCO shred, the TCO address, POC, DSN number, and must be indorsed by the unit security manager certifying that the TCO has a valid security clearance and proper storage capability for material at the Secret level. For all other AFSCs the TCO must:

1. Check the CE to see if the envelope has been tampered with (opened and resealed with tape, stapled, etc.). If it appears to have been tampered with, refer to instructions concerning a possible compromise. (**NOTE:** The test packet must *not* be opened until the scheduled testing period.)
2. Check the student's name, the numbers that identify the course, the examination form, and the date of enrollment appearing on the address tab of the answer sheet. Be sure that the first three groups of numbers agree with the corresponding numbers on the CE booklet. Do not open the test envelope to check these numbers. The test form number is visible from the back side of the envelope and can be checked against the answer sheet form number without opening the envelope.
3. *After* checking the CE, the TCO records the CE on the test inventory log. (Local forms or computerized records may be used.)

### IF THE NUMBERS DO NOT AGREE, THE TCO:

1. Does not administer the examination.
2. Retains the answer sheet.
3. Prepares a letter requesting the correct examination booklet as shown on the tab of the answer sheet (e.g., 1A251 900 01) and forwards to AFIADL/ECOD, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643.
4. Destroys the incorrect exam booklet and annotates the test inventory log with reason for destruction, date, and signature.

5. Makes the same checks as above, when the new examination booklet is received.
6. Destroys the duplicate CE answer sheet if received.
7. Follows above procedures to log in the new test.

### **Storage and Security**

The test packet containing the CE booklet and any related material must be kept in the envelope and stored in a metal filing cabinet equipped with a steel lock bar and a three combination dial-type padlock, a metal file cabinet equipped with a combination lock, or an upright safe or vault. Padlock combinations must be changed when the TCO/ATCO/TA changes or, as a minimum, annually. The test control officer is responsible for maintaining SF 701, Activity Security Checklist; SF 700, Security Container Information; and SF 702, Security Container Check Sheet.

### **Inventory of Course Examinations**

The TCO must conduct an inventory of test materials at least once every 90 days.

The TCO must open the storage container and identify each test that is physically present in the container by the examination number on the top of the front page such as 1A251 900 01. TCOs must also verify from the front page that each test named is on the test inventory log. If a test presently on file does *not* appear on the test inventory log, annotate the examination number on the log and destroy the test booklet. (**NOTE:** See instructions for destruction of test material.) If a test appears on the test inventory log but is not on file, refer to instructions regarding test compromise.

When the inventory is completed, the TCO must sign the test control inventory log.

Anytime the TCO or alternate changes, the current TCO/alternate and the new TCO/alternate must conduct a joint inventory and change the padlock or safe combinations. Both individuals must date and sign the test inventory log. The appointed Test Administrator/Alternate Test Administrator should have access to the safe combination.

**The test inventory log should be destroyed six months after the date of the inventory or when no longer required by the organization.**

### **Testing Conditions**

Testing conditions can affect test scores. Examinees testing under poor conditions may have test scores that are significantly lower than the scores of individuals testing under more favorable circumstances. For this reason, AFIADL tests should be administered under standard conditions that give each person the opportunity to do his or her best. Testing conditions should encourage a person's best performance.

To ensure proper testing conditions the TCO should:

1. Avoid testing during times that conflict with known local or command exercises or mandatory functions.
2. Administer electronic tests on computers that are located in a designated area used for testing only.
3. Provide adequate, comfortable lighting for the room and working surfaces avoiding shadows and strong glare on working surfaces.
4. Control the ventilation, temperature, and humidity, if possible, to provide for the examinee's comfort. The TCO should not conduct testing when environmental conditions are so extreme that they interfere with concentration.
5. Arrange the desks or tables with aisles so the test administrator can circulate about the room during testing.

6. Prohibit smoking in the testing room.
7. Make sure testing sessions are not interrupted. Once testing has begun, excuse examinees only in an emergency (fire, tornado, etc.).
8. Under no circumstance will the testing proctor orally read question(s) for the testee.
9. To avoid potential problems with students accidentally kicking power supply cords or turning off the CPU button when administering electronic exams, position the CPU and all power supply cords so they are not accessible to the student.

**EXCEPTION:** Examinees may be excused to go to the bathroom if absolutely necessary. No more than one student at a time should be excused and the test administrator should ensure the break is reasonably brief.

Test administrators should make sure the examinees:

1. Do not bring any books, briefcases, or unauthorized materials into the testing area.
2. Are all tested under equal or similar conditions.
3. Are reasonably free from distracting influences in the immediate environment.
4. Understand the purpose of the test.
5. Are comfortable and not fatigued or ill.
6. Are seated far enough apart to prevent cheating.
7. Have two #2 black lead pencils with erasers. Scratch paper, if needed, will be provided by the test examiner.
8. May use a hand-held non-programmable calculator for examinations with complex mathematical computations.
9. Make sure no testing material or notes leave testing area.
10. Prohibit the possession of electronic devices (e.g., watches, beepers, cell phones) that emit a sound that could be distracting to the examinees.

### ***Preparation for Test Administration***

Before a test control officer or test administrator administers a test, he or she should carefully study the procedures outlined in this catalog and in AFI 36–2201. The test administrator should know the purpose of the test, materials needed to give it, the directions, and how to solve problems that may arise in the administration of the test. Test administrators should sign a statement of understanding that they are subject to disciplinary action if test collusion, compromise, or loss is due to their failure to follow the requirements of AFI 36–2201.

### **Testing Sessions**

The TCO or test administrator should briefly explain to the examinees the nature of the test and why it is important for them to do their best. The administrator should try to dispel anxiety, yet, stress the necessity for doing their best.

1. Then the test administrators should:
  - a. Positively identify all examinees.
  - b. Fill in the proper information on the test log.
  - c. Check the test booklet to ensure it is complete and contains no misprints or unreadable material. (**NOTE:** If the booklet contains errors, the test administrator

must *not* use that test booklet and should immediately contact AFIADL/ECOD for further instructions. *Do not* copy and mail or fax portions of the booklet to AFIADL for assistance as this action could result in a possible compromise.)

- d. Collect the Course 5 Test Data Disks from all students taking the 5A exam. This disk will be maintained by the TCF.
  - e. Verify that the course exam being administered is the same edition as the edition that is in the students CDSAR record.
2. Before the examinee begins testing, the test administrator should tell the examinee to:
- a. Fill in the appropriate blocks entitled "COURSE #," "COMP ID," "EDIT CODE," "SOCIAL SECURITY #," date tested on back of answer sheet, and mark the bubbles with #2 pencil, to ensure a match when scanned at AFIADL. If this is not done it will delay grading and posting of the student record at AFIADL. Fill in the bubbles on the back of the answer sheet to ensure this date is posted to the AFIADL record. If not *correctly* filled in, the date AFIADL scans the answer sheet will be used.
  - b. Check the address on the CE answer sheet to ensure results are forwarded to the correct address. If the address is incorrect, use an AFIADL Form 17 to correct and submit the AFIADL Form 17 along with the answer sheet. Testing officials should have AFIADL Forms 17 available.
  - c. Write his or her name, rank, SSAN, and date of testing on the front cover of the examination booklet. For Course 5, verify that the same version number is contained on the CD and the Test Data Disk and ensure that the Test Data Disk label contains the student's full name, SSAN, and date of enrollment.
  - d. Carefully read and follow the special instructions on the cover page of the course examination booklet.
  - e. Ask questions before opening the course exam booklet.
  - f. Circle the selected answers on the course exam booklet *before* transferring them to the answer sheet to avoid erasure marks on the answer sheet.
  - g. Remember that the answer sheet is in numerical sequence by column.
  - h. Note that any compromise of test material, including unauthorized possession of test materials, discussion of test content, or manipulating test dates on electronic exams, are violations of regulations and punishable under the provisions of the UCMJ.
3. During testing, the test administrator will be in charge of the testing room and will not leave once testing begins unless relieved by the TCO or alternate TCO. (NOTE: A TCO, alternate TCO, or test administrator *must* be present at all times during the testing session.) The testing time for the course examination generally should not exceed 3 hours. The test should be administered in one session only.

### **Test Completion**

After the examinee has completed his or her examination, the test administrator should: (**NOTE:** This process is very important.)

1. Examine test materials to verify the examinee returned all materials, including authorized worksheets, if applicable.
2. Make sure the examinee's name, rank, SSAN, and the date of the examination is on the front page of the test booklet in which the student has marked his or her responses.

3. Make sure a test examinee has access to the course examination only during the authorized test administration period. An examinee may *not* review the contents of the examination once the testing period has ended and the exam booklet has been returned to the test examiner. Trainers and/or supervisors of examinees may *not* review examination booklets.
4. Retain the test booklet for 45 days from the date the examinee completed the test or until notified that the examination results have been received prior to the 45-day time limit. (**NOTE:** Tell the examinee that the exam booklet will be destroyed in 45 days *unless* he or she notifies you that the results have not been received.) If there is any question or problem concerning the examination score, retain the booklet until AFIADL has been contacted and the matter has been resolved.
5. Collect and shred, pulp, or burn all used scratch paper and worksheets.
6. Check the answer sheet to make sure there are no extraneous marks on it.
7. Place the answer sheet in the envelope provided and seal the envelope. More than one answer sheet may be sent in an envelope, but this increases the risk of losing or delaying many answer sheets if the envelope is lost or misrouted in the mail. Letters, notes, etc., should not be put in the answer sheet envelope because grading may be delayed. Annotations made on the answer sheet will be ignored. AFIADL Form 17 should be used for queries.
8. Place completed course examination answer sheets in the mail system by authorized testing office personnel. *Do not* give the envelope with the completed CE answer sheet to an examinee to mail.
9. Electronic scores must be transmitted immediately. This will ensure test scores are posted prior to an enrollment expiring. An electronic exam will not post automatically if received 30 days after the exam taken date.

### **Reporting Results**

Course examinations are graded upon receipt at AFIADL and test results are mailed as quickly as possible. If an examinee or supervisor notifies the TCO that the test results have *not* been received and AFIADL confirms that the answer sheet has *not* been received, the TCO should:

1. Request a replacement answer sheet from AFIADL/DLA.
2. Mark the answers from the test booklet onto the new answer sheet and forward it to AFIADL for scoring. Do not have the student remark the answer sheet. The answer sheet must be remarked by an authorized testing official. The marked responses should then be double-checked by another authorized testing official to ensure total accuracy.
3. Mark on the test booklet the date the completed answer sheet was forwarded to AFIADL. Again, retain the test booklet 45 days from the date the answers were recorded on the new answer sheet or until notified the examinee received the test results.
4. Destroy the test booklet after notification that the examinee received the test results or the 45 days have elapsed. Annotate the destruction of the test booklet on the test inventory log.

The Course 5 Answer Sheet Manager (ASM) is included with the SNCOA Multimedia Correspondence Course CD. For TCFs needing ASM assistance, refer to the SNCOA Course 5 TCF to AFIADL Transfer Procedures Internet web page at [http://www.maxwell.af.mil/au/afiadl/operations/xferguid\\_fr.htm](http://www.maxwell.af.mil/au/afiadl/operations/xferguid_fr.htm). For TCFs not having internet access, download and print the current copy of ftp\_eci.doc for the Microsoft Word users or ftp\_eci.txt for text editors (i.e. Windows Notepad or DOS Edit) from the TCF server.

### Hand Scoring

The course examination (CE) booklet or CE answer sheet will be hand-scored or verified with score received from automated grading *only* when:

1. The scanned grade received is below 040 and a discrepancy is suspected.
2. There appears to be a discrepancy in the CE booklet.
3. The CE booklet and CE answer sheet form numbers do not match.

The CE answer sheet or CE booklet will *not* be hand-scored to assist in "purge" testing for the completion to be posted before an individual meets a board, such as promotion, assignment, etc. The CE booklet will *not* be accepted for these students and the CE answer sheet will be processed in the normal grading cycle.

Verification, hand-scoring, or adjustment to a score will *not* be made to encompass items deleted after original grading took place. The score received will be based on the number of valid questions and responses marked on the AFIADL Form 35 at the time of scoring.

### Test Transfers

The TCO should transfer the CE to another test control facility for an individual departing for a permanent change of station (PCS) or extended temporary duty (TDY). The TCO must verify the PCS or TDY by requesting a copy of the student's PCS or TDY orders. Annotate on the test inventory log the new TCF address, date of transfer, and signature of person making the test transfer. (**NOTE:** CEs and Test Data Disks may be forwarded *only* to official AFIADL test control facilities. CEs and Test Data Disks **must not** be forwarded to individuals or unauthorized test facilities. The departing student **must not** hand carry the examination or Test Data Disk to the new testing facility.)

The CE packet should be securely wrapped, identified as "CONTROLLED TEST MATERIAL-TO BE OPENED BY TEST CONTROL OFFICER ONLY", properly addressed, and forwarded to the new testing facility by first-class mail. STUDENT TEST DATE DISK FOR COURSE 5, SNCOA, MUST BE MAILED VIA CERTIFIED MAIL TO GAINING TEST CONTROL OFFICE.

**NOTE:** The gaining TCO must inform AFIADL of (1) the computer printed information on the answer sheet tab, (2) the student's new unit of assignment, and (3) the new testing office zip code/shred. The gaining TCO must follow procedures previously outlined for receipt and control of CEs.

### Destruction of Tests

The TCO or test administrator should destroy used, surplus, damaged, or nonessential AFIADL CEs by burning, shredding, or pulping and annotate on the test inventory log the course exam control number, reason for destruction, date of destruction, and signature of the person performing the destruction. If the TCO inadvertently destroys the wrong test, he or she should annotate the test control log and immediately contact AFIADL/ECOD for a replacement.

Test control facilities located in the continental United States (CONUS) may destroy nonessential CDC and Specialized Course test packages 90 days after receipt if the examinee has not taken the CE. Overseas TCFs may destroy CE packages after 120 days. **THIS IS AN OPTIONAL POLICY.** (**NOTE:** Exams for Professional Military Education (PME) correspondence and seminar programs should be retained and destroyed in accordance with the instructions provided by the appropriate PME school.) If the test facility elects to retain nonessential examinations, destruction should be accomplished when the enrollment period expires. Essential CDCs (those required for a trainee's upgrade program), should not be destroyed until results for all exams have been received, or the student changes AFSC assignment. Failure to maintain mandatory CDC exams, even when the enrollment has expired, can result in loss of the opportunity to reactivate. Test Control offices should

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forward exams for those students who transfer to other locations. (**NOTE:** The test booklet destruction *must* be recorded on the test inventory log.)

### **Compromises**

AFIADL, Bases, Test Control Facilities, and MAJCOMs share responsibility in preventing loss or compromise of AFIADL CEs. All military members, including USAFR and ANG members, DOD civilians, and others under Air Force authority who develop, handle, administer, or participate in the extension course program are prohibited from any actions that could result in the possible compromise of AFIADL CEs. Unauthorized discussion, disclosure, or possession of AFIADL CEs is a violation of Article 92, UCMJ. Members of the USAF Reserve Components who are not subject to the UCMJ are subject to applicable Air Force administrative sanctions and civilian penalties. Air Force civilian employees are subject to applicable disciplinary action according to AFI 36-704, and civilian penalties.

### **Potential Compromise Situations**

The following are potential compromise situations that can occur as a result of actions taken on the part of individuals who develop, handle, administer, or participate in the AFIADL CE program:

1. As electronic testing is used more widely, test administration personnel must use WEB CDSAR to verify the student enrollment information. If a test administrator administers an AFIADL e-Exam for a course that the student is not enrolled in, a test compromise investigation will be initiated at the official AFIADL Testing Office that administered the exam.
2. Failing to properly identify examinees.
3. Reviewing, accessing, or allowing review of or access to, controlled test material by any individual not specifically authorized.
4. Having an oral or written discussion concerning contents of test material with an unauthorized person.
5. Bringing any unauthorized material into the examination room.
6. Permitting reproduction or copying or faxing of any test material.
7. Removing test material from the examination room without authorization.
8. Leaving an examinee, or group of examinees, unsupervised during a testing session.
9. Being unable to account for the location or disposition of test material.
10. Improperly packaging or labeling test material for mailing in a way that could result in unauthorized disclosure.
11. Opening of, or otherwise tampering with, any package containing test materials by an unauthorized person.
12. Storing test materials improperly.
13. Destroying test materials improperly.
14. Taking or possessing test materials without authorization.
15. Taking any deliberate action that could result in the unauthorized disclosure of test material.
16. Manipulating examination dates on electronic exams.
17. Allowing Course 5 (SNCOA) student test data disk to be hand carried after test completion.

**NOTE:** A TCO *must not* reproduce, copy, or fax a course examination or any part thereof. If a student questions any part of the examination, if materials are missing, or if the booklet is misprinted,

the TCO **must not** send a copy of the items in question to AFIADL. The TCO **must** notify AFIADL/DLA and provide the following information: student's name, SSAN, course number, examination form number, and the number of the items or pages in question. AFIADL can take remedial action based on this information.

## **Suspected Compromise**

### **What do I do when there is a Suspected Compromise?**

When an AFIADL CE is believed to be lost, or in danger of compromise the following actions **must** be taken:

### **TCO Responsibility**

1. The installation TCO must:
  - a. Immediately suspend all testing of the jeopardized exam or exams at that installation.
  - b. Impound all tests involved.
  - c. Notify the Installation Commander of the possible compromise.
2. If the Installation Commander determines that a potential compromise has occurred, the Education Services Officer or MPF Education and Training manager immediately reports the possible loss or compromise via e-mail to [AU/CFRR@maxwell.af.mil](mailto:AU/CFRR@maxwell.af.mil). Notification must also be forwarded to the MAJCOM Chief, Education Services Division, or MAJCOM Education and Training manager, with information copies to HQ USAF/DPLE and HQ AFPC/DPPAT.

(NOTE: In the event of a suspected compromise of PME exams, AU/CFRR will forward an information copy of all correspondence and/or documentation to the appropriate school.)

3. The report must include:
  - a. Test identification.
  - b. Date or probable date of loss or compromise.
  - c. Location and geographical extent of jeopardized area.
  - d. Verification that all testing on the jeopardized test has been stopped and impounded.
  - e. A statement that a formal investigation has or has not been initiated.

### **Commander Responsibility**

1. The installation commander must (if deemed necessary):
  - a. Appoint a field grade officer to investigate the potential compromise.
  - b. Conduct an investigation according to the Air Force Commanders-Directed Investigation (CDI) Guide to confirm the loss or compromise, and take disciplinary action as needed.
  - c. Notify AU/CFRR ([AU/CFRR@maxwell.af.mil](mailto:AU/CFRR@maxwell.af.mil)) and the MAJCOM Chief, Education Services Division or the MAJCOM training manager of the name and phone number of the investigating officer within one week from discovery of the possible loss or compromise of an AFIADL course examination.
2. The installation commander forwards a copy of the final results of the investigation to AUCFRR. The (original and two copies) to the MAJCOM office of primary responsibility (OPR) within 60-calendar days after the possible loss or compromise has occurred. The final report must include:

- a. Matters investigated surrounding the possible loss or compromise.
  - b. Facts.
  - c. Discussion.
  - d. Conclusions.
  - e. Recommendations.
  - f. Disciplinary action taken, if appropriate.
  - g. Specific corrective action taken to prevent similar recurrence of the loss or compromise, if appropriate.
3. The MAJCOM OPR:
- a. Monitors the progress of the investigation.
  - b. Forwards the final report with recommendations to AU/CFRR with information copies to HQ USAF/DPLE (PME and voluntary courses) or HQ AFPC/DPPAT (mandatory courses). (**NOTE:** In the event of a suspected compromise of PME exams, an information copy will be forwarded to the appropriate school by AU/CFRR..)
4. AU/CFRR will review the investigative report and coordinate with HQ USAF/DPLE, HQ AFPC/DPPAT to determine appropriate action. If a test compromise *did* occur, AU/CFRR will request destruction of the old form of the course examination and AFIADL will develop a new examination. If a compromise did *not* occur, AU/CFRR will notify the appropriate TCF when to resume testing. AU/CFRR will send information copies to HQ USAF/DPLE or HQ AFPC/DPPAT and to affected PME Schools.

## Requesting Assistance

### Administrative Help

Base education and training offices, as well as most unit training personnel, now have access to the AFIADL student file screens. These screens are available at all times except 1700–2400 Monday through Friday when files processing is being accomplished. Therefore, for help with administrative questions, supervisors/trainers of voluntary students should consult the education office and the training office for mandatory enrollments. The education and training office personnel have been provided with the DSN service and 1–800 numbers for AFIADL. These telephones are manned Monday through Friday from 0700 to 1600 central time by two teams of education technicians who are assigned specific courses (see Menu under "Student Administration, Team Assignments). These technicians can provide official responses to such inquiries as:

- Replacement of course materials
- Changes to student's address and TCF. (AFIADL will not routinely process address/TCF change requests when this capability is available through MILPDS.)
- Enrollment extensions beyond the initial 4-month extension which can be processed through MILPDS by the education/training personnel.

Technicians can be reached at the following telephone numbers:

**1-800-962-4902**  
**1-800-262-9140**  
**DSN 596-4775 or DSN 596-4985**

Com prefix for all numbers: (334) 416-XXXX

## Fax Numbers

If there is a problem with the telefax operation, Education Services Officers or Base Education and Training managers should call Student Administration or the AU Registrar Office for assistance.

AFIADL Student Administrations FAX number is DSN 596-6143 or Com (334) 416-6143.

AFIADL Form 17s should be faxed to Student Administration Branch for students whose records are not maintained in PCIII/MILPDS.

The Registrar Services FAX number is DSN 493-8127 or Com (334) 953-8127. AFIADL Form 23s should be faxed to AU Registrar for students whose records are not maintained in PCIII/MILPDS.

The Registrar Services can be reached at DSN 493-8128 or Com (334) 953-8128 for assistance.

## AFIADL Form 17

AFIADL Form 17 is used for inquiries *that cannot be processed through MILPDS or PCIII*. This form is designed to provide the necessary information to research student records rapidly and to assure that the request is understood. The blocks in Section I must be completed for all inquiries. Checked blocks in Section II indicate the action or information desired. The Remarks section may be used for additional clarification. *All AFIADL Form 17 inquiries concerning a mandatory enrollee should be signed by the supervisor/trainer* indicating the question cannot be answered at that station.

**NOTE:** AFIADL Forms 17 are included in the course material students receive or can be accessed online at [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) in the forms folder.

## Message or Letter Requests

AFIADL responds to message/letter inquiries by the fastest means available. ***Message inquiries must be used only for critical or emergency cases.*** Message or letter inquiries must include all enrollment record information normally required by the AFIADL Form 17. When writing to AFIADL, the address should always be included on the correspondence as well as the return envelope. Mail is opened by an automated process and return envelopes are not usually forwarded to the action office with the correspondence. Before requesting CE results, units should allow ample time for mailing and processing of the CE answer sheet. The message address for all inquiries concerning currently enrolled students is AFIADL/ECOD.

**NOTE 1:** For students enrolled in the AWC Seminar and Correspondence Programs, Education Services Officers should communicate *directly* with AWC/NS, not with AFIADL, to obtain assistance. They should contact the Directorate of Nonresident Studies (AWC/NS) at DSN 493-6093. Correspondence should be addressed to AWC/NS, 325 Chennault Circle, Maxwell AFB AL 36112-6427 or faxed to DSN 493-7225 or Com (334) 953-7225. Each student receives Maxwell AFB Form 80, AWC Nonresident Studies Student Request, in the *Program Guide* at the time of enrollment. If used, the AFIADL Form 17 should be sent directly to AWC/NS.

**NOTE 2:** ACSC students should contact ACSC/DLO at DSN 493-7901 or Com (334) 953-7901 or via the e-mail at [acsedl@maxwell.af.mil](mailto:acsedl@maxwell.af.mil), to request assistance with issues concerning course policy. These inquiries may also be mailed to ACSC/DLO, 225 Chennault Circle, Maxwell AFB AL 36112-6426.

The AFIADL Form 17 can be used by ACSC students for administrative assistance (i.e., name or rank changes, address changes, TCF changes, extensions, etc.). Active Duty Air Force, Air National Guard, and Air Reserve Personnel should contact their training manager or education office for assistance before requesting assistance directly from AFIADL. These inquiries should be addressed to AFIADL/DLA, 50 South Turner Blvd., Maxwell AFB-Gunter Annex AL 36118-5643 or FAX to DSN 596-6143 or Com (334) 416-6143..

**NOTE 3:** Do not use AFIADL Form 17 to request enrollment in correspondence courses. Enrollments for Active Duty Air Force, Air National Guard, and Air Reserve personnel are processed

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through MILPDS or PC III at their local Base Education Services office. AFIADL Form 23 is to be used for voluntary enrollments for other US military personnel, CAP, international officers, Red Cross volunteers, and civil service employees.

## **Purchasing Course Material**

### **Purchase of Career Development Course Materials**

Career Development Courses, Specialized Courses, and Weighted Airman Promotion Study (WAPS) Materials can be purchased by organizations and individuals. Some course materials are restricted and not available for purchase or their purchase is limited to individuals in specific categories.

### **Course Price Listing**

The course price list is available in a separate document (go to AFIADL Home Page and click on Catalog tab).

### **For Reference Libraries or Group Training Plans**

AFIADL does not provide course materials for reference libraries or for inclusion in group training plans *without a charge*. If a group study class is considered advisable for comprehensive coverage of a course or materials are considered essential to maintain a reference library, refer to the paragraph on "Procedures for Purchasing Career Development Course (CDC) Material Utilizing Unit Funds."

### **By Individuals**

AFIADL course materials are provided for sale to individuals upon request from the following:

1. Personnel who are eligible to enroll in a career development and specialized course (see Eligibility,) but who do not wish to participate as an active student.
2. Commercial firms when the materials are used in a training program.
3. State and federal prison systems.
4. Retired members of the armed forces and civilians acting as private citizens.

When an individual purchases a course, he/she is *not* officially enrolled in the course. Course examinations are not forwarded with the course materials and individuals may *not* request the examinations for course credit.

A purchase request form is available below. Telephone AFIADL/ECOC, DSN 596-4175 or Com (334) 416-4175, to determine course availability or to confirm the price of course materials. AFIADL does *not* refund money received for payment of course materials. Not all courses are offered for sale; PME courses, (except course 00050), courses containing sales restricted information, which prohibit their sale, i.e., classified, copyright, or "For Official Use Only" (FOUO) materials and others are restricted for sale.

To purchase, submit a money order or cashier's check with purchase request form for the exact amount payable to DDO 3801. Money order and cashier's check must indicate the correct price or it will be returned without action. The request must include name, mailing address, telephone number, and course number. Forward this information and money order/cashier's check to AFIADL/ECOC, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643. A purchase request form can be found in the appendix.

### **Using Unit Funds**

Any DOD organization (flight level and higher) can purchase Career Development Course (CDC) materials utilizing unit funds. The procedures are as follows:

Air Force organizations, flight level or higher	Prepare AF Form 616, Fund Cite Authorization (FCA), with instructions for maintaining this form printed on the reverse, or an IMPAC check, and mail to the address in paragraph below.
Other DOD Agencies	Prepare DD Form 448, Military Interdepartmental Purchase Request (MIPR) and DD Form 448-2 Acceptance of MIPR, or an IMPAC check, and mail to the address in paragraph below.

When an AF Form 616 is used, your Accounting and Finance Office will be able to provide the account classification number, advice number and change numbers. DO NOT prepare a Standard Form 1080. A Standard Form 1080 will be completed by AFIADL for the actual transfer of funds for your CDC purchase(s).

Mail the completed form(s) to AFIADL/ECOC, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643. Upon receipt of the completed form(s), the AFIADL warehouse contractor will process and ship your order via UPS (statewide) and USPS FOURTH CLASS (overseas). If you have any questions about the preparation of your AF Form 616 or to check the status of your order, call (334) 416-4175 or DSN 596-4175.

**NOTE:** Incomplete form(s) will be returned without action.

When an IMPAC check is used, make it payable to DDO 3801. The request must include name, mailing address, telephone number, and course number(s). Forward this information and the IMPAC check to AFIADL/ECOC, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643. An order form can be found in the appendix. Copies of this form can be used to order CDC materials.

### **Weighted Airman Promotion System Material**

WAPS material can be purchased only during 1 October through 15 June. Request for WAPS material sales received other than the period stated will be returned to the requester with no action taken. The WAPS material must be for the current promotion cycle. For specific information on AFSC requirements refer to the WAPs catalog.

To order, submit a money order or cashier's check for \$20.00 payable to DDO 3801. The request must include name, rank, mailing address, telephone number, Control Air Force Specialty Code (CAFSC), and calendar year of testing. See example below:

- CAFSC
- Name/Rank
- Mailing Address
- Telephone Number
- Calendar Year of Testing

Forward this information with money order/cashier's check to AFIADL/ECOC, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643.

AFIADL does not refund money received for payment of WAPS material.