



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