



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

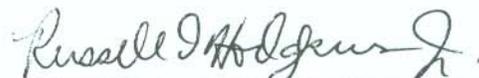
3 May 2007

MEMORANDUM FOR CAP PERSONNEL ENROLLED IN AIR FORCE PME  
CAP-USAF LIAISON REGION COMMANDERS

FROM: HQ CAP-USAF/CC  
105 S. Hansell St  
Maxwell AFB AL 36112

SUBJECT: New Testing Policy for CAP Personnel Enrolled in Air Force PME

1. Effective 1 June 2007, the following policies will be in effect for CAP members enrolled in these Air Force Professional Military Education (PME) courses: Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, and Non-commissioned Officer Academy. CAP members must take examinations for Air Force PME in the following order of priority:
  - a. CAP members should test at a military installation (active, reserve, or Guard) testing facility to the maximum extent possible. These facilities have been advised that CAP members may be contacting them to test and will make their facilities available. Also, CAP members should note that all enlisted PME testing is now via electronic examination (e-exam), thus these test may only be administered at an installation with e-exam capability.
  - b. CAP members who do not live near a military installation should make arrangements to test under the supervision of a CAP-USAF State Director (SD) or reservist.
  - c. In exceptional circumstances, CAP members may test under the supervision of two active CAP members serving as test administrators with the permission of their CAP-USAF SD.
2. For all tests administered under provisions of paragraph 1.b. or 1.c, CAP Test Control Officers (TCO) will maintain a record of personnel serving as test administrators and ensure they have reviewed AFI 36-2201 Vol 4 and the *AFIADL Catalog* prior to proctoring tests. Also, TCOs will ensure they maintain written documentation of the test given, test date, and the names of the examinee and administrators.
3. This policy letter will remain in effect until incorporated into CAP Regulations.

  
RUSSELL D. HODGKINS JR, Col, USAF  
Commander, CAP-USAF

cc: CAP/CC/CV/EX  
AU/CF/CFR