



**HEADQUARTERS
CIVIL AIR PATROL OREGON WING**

UNITED STATES AIR FORCE AUXILIARY
28735 GRUMMAN DRIVE, EUGENE OR 97402-9542
TEL: 541-688-9408 FAX: 541-689-9509

WEBSITE: <http://orwg.cap.gov/> EMAIL: orwghq@earthlink.net



27 MARCH 2007

MEMORANDUM FOR ORWG UNIT TESTING OFFICERS

FROM: ORWG/TCO

SUBJECT: AFIADL ENROLLMENT AND TESTING PROCEDURES (s/s Memo 21 Nov 05)

1. Effective immediately the AFIADL Forms 17 and 23 will no longer be used for enrolling or applying for tests for AFIADL courses.
2. A new form, AU 23, is now used for applying for all AFIADL courses and is now available on the AFIADL student webpage. It can be found by accessing the "members" menu on the CAP webpage and then to the "professional development" menu. Go to AFIADL and then to the student webpage. You must use Adobe Reader 7 to access this page.
3. Please ensure that copies of the AU 23 submitted to AFIADL are forwarded to this office for file and review. Once the form has been filled in by the course applicant, it will need to be printed and forwarded; it cannot be saved.
4. Do not use the AFIADL 17 form to request tests; this is now accomplished online using the AFIADL e-customers webpage.
5. For your convenience, please find an attachment with instructions on how to apply online for testing materials. You should make these instructions available to members of your unit as the needs arise.
6. If you have questions or concerns, please feel free to contact me.

DOUGLAS K. RICHARDS, Maj, CAP
Test Control Officer

Attachment:
Testing Instructions

Distribution
1 – each unit



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ONLINE TESTING INSTRUCTIONS

Air Force Institute for Advanced Distributed Learning (AFIADL) will no longer respond to most requests for assistance made on AFIADL Form 17. *The only AFIADL Forms 17 that will be processed are requests for reactivations (which must have the appropriate signature) and instructional INQUIRIES to be forwarded by AFIADL to the course author.*

You should now use the AFIADL eCustomer Help Desk web site to request a Course Exam. Use this same procedure to request a change of address or other information, extend course completion date, etc.

Use the following procedure:

Go to the AFIADL eCustomer Support web site: <http://afiadl.custhelp.com>

Click on the “Ask a Question/Request” tab (shown above in dark blue)

In the “User ID” text entry block, enter your e-mail address

In the “Question Data” block, enter your full name, last four digits of your Social Security Number (SSN), and request the Course Exam be sent to Test Control Facility 974029542-9.

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

In the “Categories” text entry block, select “Civil Air Patrol courses” from the drop-down list.

In the “Course Name/Number” block, enter the AFIADL course number

In the “Branch of Service” block, select “Civil Air Patrol” from the drop-down list

When you have completed the form, click “Submit Question

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

AFIADL will mail the Course Exam to HQ/ORWG where it will be forwarded to your unit’s Test Control Officer.

If you have questions or concerns contact your unit testing control officer.