

What is the AFIADL 13 Study Seminar?

This seminar focuses on AFIADL 13. AFIADL 13 is a free four-volume CAP Senior Officer correspondence course from the Air Force. It is required to complete Level II (captain or senior flight officer) and for cadets it substitutes for Region Leadership School (cadet lieutenant colonel).

Quick, Efficient, Low Cost, “No Frills” Advancement in CAP!

- Short. Get it all done in a 10-hour day instead of several months the traditional way. **HOWEVER, WE WILL NOT “TEACH THE TEST” OR COMPROMISE THE END OF COURSE EXAM IN ANY WAY.**

The seminar is long because you will be marking your volumes as we go along. To keep the seminar at 10 hours, we must reduce lunch to 30 minutes. Please bring your own lunch; staying at the seminar during lunch cuts driving time and waiting at restaurants. You may want to take a thermos and/or picnic cooler to store your food.

- Inexpensive. Free course materials! No motel! Car pool.
- Already enrolled in AFIADL-13? Come anyway!
- No CPPT/Level I? They are required to enroll in AFIADL-13.
- Cadet? ***Cadets without certification will be turned away.*** Cadets must bring written certification that includes (1) permission to attend, (2) being in Phase IV, (3) how to contact the parent, (4) who is expected to travel with the cadet, (5) unit commander signature, and (6) parent signature.

Seminar Date

E-mail the instructor at
jquinn@ohwg.cap.gov.

Seminar Location

E-mail the instructor at
jquinn@ohwg.cap.gov.

Before Seminar: Enroll, Examine Packet, Order Exam, Sign Up

- **You must complete an enrollment application** (see AFIADL Form 23 on page 5 of this announcement).
 - Item 2 is your social security number.
 - 4 is your name—last, first, middle initial.
 - 5 is E-1 if you have no grade, O-1 for 2nd Lt, O-2 for 1st Lt; FO for Flight Officer, FO-1 for Technical Flight Officer, FO-2 for Senior Flight Officer; C-3 for C/Cpt, and C-4 for C/Maj. See CAPP 8 if you need further details.
 - 7 is your address where you want the materials sent to you.
 - 10 is your unit commander.
 - 11 is the unit commander's signature, for Title put “Squadron Commander” and the squadron's 3-digit number. The number helps Wing track your paperwork.
 - For 11 put 432175910-4 if you are in Ohio Wing. You will get a post card saying the course materials were mailed. About a month later you will get them.
- Fax the completed AFIADL form 23, to AFIADL and fax a copy to the Wing Test Control Officer. The numbers are on the cover sheet, page 6 of this announcement.
- **Examine your packet** when you get your materials. It will help you locate things in your volumes when following the overheads at this seminar
 - Using the packing list, inventory the items.
 - Separate them according to volume
 - Put them in a three-ring binder, if you wish.
 - Post the updates and changes. The multiple choice answer sheets are not necessary.

- **Order the End of Course Exam.** It takes about a month for your testing officer to have it for you, and you have six months to take it. By then you would have finished the seminar.
 - In the materials with your volumes is the yellow booklet *Your Key to a Successful Course*. On the last page of the booklet, complete the front of the AFIADL Form 17, "Student Request for Assistance." (See AFIADL Form 17 on page 6 of this announcement.) All of the form is self-explanatory except for possibly the following:
 - Box 6 use 0-1 for 2Lt, 0-3 for Capt, etc.
 - Sign in signature box, lower right corner of form
 - Fax AFIADL form 17, and mail a copy to the Wing Test Control Officer
- **Sign Up for This Seminar**
 - Tell me you are ready for the seminar. E-mail me at jquinn@ohwg.cap.gov. This way we can save room for you.
 - Bring your four volumes and a marking pen! They will not be furnished.
 - If you have a uniform, wear the blue uniform combination or the navy blue blazer (gray pants and white aviator shirt) combination with or without the blazer. No golf shirts, BDU's or other combinations, please.
 - Bring your CAP Identification Card for security purposes at our host facility.

During seminar: Mark Volumes, Bring Brown Bag Lunch

- This is intense and mentally demanding. You will pack weeks of work in one day.
- We will focus on what is needed to learn the course.
- Highlight your volumes so during test review, the key points jump out at you.
- The agenda covers the more difficult material first and includes:

8:30 to 9:00	Registration
9:00 to 9:15	Overview
9:15 to 10:15	Communication Skills, Volume 3 (part 1)
10:15 to 10:25	10-minute Break
10:25 to 11:25	Communication Skills, Volume 3 (part 2)
11:25 to 11:35	10-minute Break
11:35 to 12:35	History, Mission, Organization, Volume 1
12:35 to 13:05	30-minute Brown Bag Lunch
13:05 to 14:05	Professional Knowledge, Volume 2
14:05 to 14:15	10-minute Break
14:15 to 15:15	Leadership, Volume 4 (part 1)
15:15 to 15:25	10-minute Break
15:25 to 16:25	Leadership, Volume 4 (part 2)
16:25 to 16:45	Closing Remarks & Clean Up

After seminar: Review, Test, Copy and File Diploma

- Schedule your End of Course test with your unit testing officer.
- Review the volumes you highlighted.
- Complete all Self-Test Questions and Unit Review Exercises.
- Take the End of Course Exam. It is closed book of 80 multiple-choice items.
- Your testing officer will mail your results to AFIADL.
- In a week or two AFIADL will send you a post card telling you what your score was and whether or not you should re-test.
- About a month after you pass it, AFIADL will mail you a course completion diploma.
- Make a copy of it for your unit administrative officer to put in your personnel file.

Extending Enrollment Date: AFIADL Policy

- You must complete AFIADL 13 within a year of your enrollment date.
- If you do not, your current enrollment in AFIADL 13 will be cancelled.
- You will not be allowed to re-enroll for a year.
- To get an extension, you must request it before your current enrollment expires.
- Extensions can be up to only 4 months.

FAX COVER SHEET

To: AFIADL (334) 953-8127
FROM: _____

MAIL COPY OF THIS FAX TO:
Lt Col Jenny L. Baker, CAP
CIVIL AIR PATROL
Director, Professional Development/ETP
Defense Supply Center Columbus
P.O. Box 3990
COLUMBUS, OHIO 43218-3990
OR
FAX TO LT COL BAKER AT 614.837.0128

REGISTRAR: Please process the attached AFIADL Form 23.

AFIADL ENROLLMENT APPLICATION												
<i>(TYPE or PRINT clearly. Fill out in accordance with instructions in the AFIADL Catalog.)</i>												
PRIVACY ACT STATEMENT												
1. AUTHORITY: 14 USC3101; 10 USAC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to AFIADL for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide AFIADL course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.												
1. AFIADL Course Number						2. SOCIAL SECURITY ACCOUNT NUMBER						3. IDENTITY CODE CATEGORY
0	0	0	0	1	3							7
4. NAME <i>last</i> <i>first</i> <i>middle initial</i>						1. pay grade			6. REASON FOR ENROLLMENT CODES			
7. ADDRESS						8. TCO PHONE N/A			<input type="checkbox"/> MANDATORY <input checked="" type="checkbox"/> VOLUNTARY			
						9. COURSE TITLE CAP Senior Officer Course						
						10. SIGNATURE AND TITLE OF APPROVING OFFICIAL						
ZIP CODE						SIGNATURE						
18. ZIP CODE OF TEST CONTROL FACILITY						TITLE						
4	3	2	1	7	5	9	1	0	-	4		Unit Commander, unit no. _____

AFIADL Form 23, 20000609

Replaces ECI Form 23, 19,19950301, which will be used

To: AFIADL (334) 416-4679
FROM: _____

MAIL COPY OF THIS FAX TO:
 Lt Col Jenny L. Baker, CAP
 CIVIL AIR PATROL
 Director, Professional Development/ETP
 Defense Supply Center Columbus
 P.O. Box 3990
 COLUMBUS, OHIO 43218-3990
 OR
 FAX TO LT COL BAKER AT 614.837.0128

REGISTRAR: Please process the attached Form

MAIL TO: AFIADL GUNTER AFB AL 36118-5643 •SEE NOTE 1 BELOW				
CORRECTED OR LATEST ENROLLMENT DATA				
•Items marked with "•" must be filled in. requests cannot be processed or responded to if these items are not completed.				
1. THIS REQUEST CONCERNS COURSE NO. 000013	6. TODAY'S DATE	3. Enrollment Date	4. DSN PHONE NUMBER N/A	
•5. social security number (ssn)	6. GRADE/RANK	•7. NAME (LAST NAME)	FIRST NAME	MI
•ADDRESS OJT ENROLLEES —enter address of unit training office with zip code. ALL OTHERS —enter current mailing address with zip code. •TYPE ADDRESS—REQUIRED BY USPS			/// FOR AFIADL USE ONLY ///	
NAME				
STREET/UNIT TRAINING OFFICE				
CITY/BASE, STATE, ZIP CODE				
9. E-MAIL ADDRESS AND FAX NUMBER				
10. TST CONTROL OFFICE ZIP CODE/SHRED 432175910-4				
11.	REQUEST FOR MATERIALS, RECORDS, OR SERVICE			
x	Place an "x" through number in box to left of service requested.			
1.	Request address change as indicated in item 8 above. <i>See Note 1.</i>			
2.	Request Test Control Office change as indicated in item 10 above. <i>See Note 1.</i>			
3.	Extend course completion date. (<i>Justify in "Remarks" on reverse</i>) <i>See Note 1.</i>			
4.	Request enrollment cancellation. Confirmation required. <input type="checkbox"/> <i>See Note 1.</i>			
<input checked="" type="checkbox"/>	Send course exam.			
5.	Automatic request on _____ (date)			
<input checked="" type="checkbox"/>	Answer sheet request on _____ (date). <i>See Note 1.</i>			
6.	Request name change/correction to that as shown in Item 7 above. (<i>Provide old or incorrect data here.</i>)			
7.	Send course materials. (<i>Specify in "Remarks" on reverse</i>) <input type="checkbox"/> Not received <input type="checkbox"/> Lost <input type="checkbox"/> Damaged			
8.	Correct SSN (<i>List incorrect SSN here.</i>) _____ (<i>Correct SSN should be shown in Item 5 above.</i>)			
9.	Request Grade/Rank change/correction.			
10.	CE results not received. Answer sheet submitted to AFIADL on _____ (date).			
11.	Give instructional assistance as requested on reverse.			
12.	Other. (<i>Explain fully in "Remarks" on reverse.</i>)			
• note 1. <i>Submit this form for automatic transmittal to AFIADL if capability is available.</i>				
OJT STUDENTS must have their OJT Administrator certify this record. ALL OTHER STUDENTS may certify their own requests.			I certify that the information on this form is accurate and that THIS REQUEST CANNOT BE ANSWERED AT THIS STATION.	
			SIGNATURE	