

Instructions on how to order CAP correspondence courses.

Go to the Air University Website at <http://www.au.af.mil/au/afiadl/>

The below screen should appear.

On the left hand side of the screen select **“INTs and Forms”**

The below screen should appear. Select **AU 23** located on the bottom center of the screen

IMT's and Forms

Online

Effective immediately, the email version of the "Student Request for Assistance" will not be processed by the Student Administration Branch. Please use the PureEdge versions (AU IMT 17) and use the FAX Commercial 334-416-6143. Also, keep in mind that users are to process most actions through their PC-III or MILPDS and must have a trouble ticket number before contacting the Student Administration Branch or AU Registrar for a transaction. Questions and requests for action that cannot be submitted through PC-III or MILPDS should be submitted through the customer service web site <https://www.aucampusupport.com>. This e-customer service will replace routine Form 17s, emails, and phone calls. The only Form 17s received by fax that will be processed at A4/6 are the requests for reactivations, which must have the appropriate signature, and instructional requests.

For AU IMT 23	For AU IMT 17
Mailing address and fax number for deployed sites only: HQ AU/CFRR 60 Shumacher Avenue (Bldg 803) Maxwell AFB AL 36112-6337 Fax number: Comm 334-953-8127, DSN 493-XXXX <small>Faxed or mailed forms will no longer be accepted for other categories of enrolees.</small>	Mailing address: A4/6Os 50 S. Turner Blvd MAFB-Gunter Annex AL 36118-5643 Fax number: Comm 334-416-6143, DSN 596-XXXX

IMT version (PureEdge)

To download these forms right click on the form and select save target as (Internet Explorer) or save link as (Netscape).

AU IMT 17	Student Request for Assistance (Formerly AFIADL Form 17)
AU 23 <small>(Not for ACSC Students) (ACSC Student System Link, https://ausis.maxwell.af.mil)</small>	A4/6 Distance Learning Application (PDF) For use by sister service enrolees. <small>(Not to be used for AF Active Duty, ACSC Students, Air National Guard or Air Force Reserve personnel) Adobe Acrobat 7.0 required. DO NOT SAVE THIS FORM TO A LOCAL SERVER</small>
All AU IMTs	Air University IMTs and Forms
IMTs & Forms	Other Information Management Tools (IMT) and Forms

Fill out the application and email it to the email address listed on the application. Make sure that you are CC LtCol Harmon and 1stLt. Velez. If you are unable to email it, print out the application and turn it 1stLt Velez

To complete the enrollment application, follow these instructions:

Item 1

Course Number Desired:

See attached course listings

Item 2

Course Title

Item 3

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

Item 4

Phone Number: (Student's or Education Office)

Item 5

Name (Complete name of student is required)

Item 6

Category (*Select Civil Air Patrol – 7 form drop down box*)

Item 7

Current (Select the appropriate pay/grade/rank from drop box)

0-1 2ndLT... 0-2 1stLT....0-3 Capt..... etc

Item 8

Enrollment Code (Check appropriate box) Code L-MANDATORY ENROLLMENT: Use for civilians of international countries enrolling in job related CDCs. Enrollment application should state "Employee of the US Government" in Block 11 (comments).

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" in Block 11 (comments).

Item 9

Address (Complete address to include 9 digit mailing zip code is required). Please refer to <http://zip4.usps.com/zip4/welcome.jsp> for your correct 9 digit zip code.

Item 10

Test Control Facility Zip Code/Shred (Enrollment cannot be processed without the Test Control Facility Zip Code where the student will be taking the final exam). All exams are proctored exams and must be administered by authorized Test Administration Personnel. (Use the web link to obtain a listing of TCFs in zipcode order). www.au.af.mil/au/afiadl in the site index folder under "T".

WV code is 253111056 Shred is 6

Item 11

Comments

Item 12

Email address (students email address, not required, however, is beneficial when trying to contact the student).

Item 13

Type the date of submission, Approving Official's title, and the Approving Official's name. *Approving Official PKB CAP Commander./ Official's name LtCol Ron Harmon*

Course Listings

00013—Civil Air Patrol Senior Officer Course

00013-Civil Air Patrol Senior Officer Course
4 Volumes: Revised - November 1996

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: This course begins with volume 1 describing the compatible history, mission, and organization of the United States Air Force (USAF) and CAP. Volume 2 addresses professional knowledge guidelines all CAP members are expected to uphold. Volume 3, *Communication Skills*, covers communication fundamentals; barriers to effective communication; speaking and writing; and Civil Air Patrol and the information age. Volume 4 ties together all three previous volumes by focusing on the CAP officer's leadership skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of CAP personnel specified in CAP Regulation 50-17.

02010-Civil Air Patrol Public Affairs Officer (Level II Technician Rating)

2 Volumes: Activated - April 1988
Initial Activation - April 1982

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

Content: This course provides the public affairs officer with the ways to create an effective public affairs program. It discusses the use of all available media of communication to strengthen and to support the objectives of the public affairs program; including, general administrative, internal information, community relations aspects, techniques of writing news stories, and the relationship between the PAO and the news media representatives.

Eligibility:

1. There is no prerequisite to enrollment for CAP senior members.
 2. Cadets may enroll in courses related to their CAP duty. This is monitored in the CAP unit by the Cadet Program Officer.
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(21) Safety (CAP)

02130A-Civil Air Patrol Scanner Course, Level II

1 Volume: Revised - January 1999

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: Civil Air Patrol and other agencies have developed procedures to make scanning very effective. These procedures are outlined in this course, and it is essential that you understand them before flying on an actual search mission. As you study the volume, you will learn how to prepare yourself to do a professional job of scanning.

Special Information: There is no prerequisite to enrollment for CAP senior members. Cadets may enroll in courses related to their CAP duty. (This is monitored in the CAP unit by the Cadet Program Officer).

02130B—Civil Air Patrol Mission Observer Course, Level II

1 Volume: Activated - December 2001

Revised - February 1988

Initial Activation - December 1981

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This course, Mission Observer, is designed to assist in preparing qualified scanners, who have the desire, to become mission observers. Civil Air Patrol and other agencies have developed procedures and techniques to make mission observing as effective as possible. These are outlined in this course. It is essential that you understand them before participating in an actual mission.

02130D-Civil Air Patrol Emergency Services

1 Volume: Revised - April 1996

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Unit 1 is an introduction to Civil Air Patrol (CAP) Emergency Services policies; Unit 2 covers the organization of an Emergency Services team, some key responsibilities, qualifications, the alerting system, briefing/debriefing, and team composition. Unit 3 covers search liaison, activation, command and control of the mission, mission management, how to deal with non-CAP volunteers, air and ground operations, how to avoid fatigue, how to enter a crash site, and mission termination. Unit 4 describes procedures for peacetime natural disaster relief; Unit 5 covers CAP assistance to civil defense, policies, emergency management, mission execution, training, mobilization, and plans. Unit 6 covers helicopter operations, characteristics, restrictions, and unprepared site operations. Finally, Unit 7 covers American Red Cross support by CAP.

02170-Civil Air Patrol - Safety Officer Course

1 Volume: Revised - December 2001

Revised - March 1988

Revised - July 1986

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: This course should help you to develop a thorough understanding of all facets of the CAP safety program at all levels of organization. It should help you to develop and interpret the many and varied tasks that you, as safety officer, must perform. Last, but not least, it should give you enough information so you can recognize and cope with potential/actual accident-producing hazards within CAP.

Special Information: Cadets may enroll in courses related to their CAP duty.