

INSTRUCTIONS

- 1. Test Control Officer.** The Wing Director of Aerospace Education (WDAE) is the authorized test control officer for acquiring, distributing, and controlling aerospace education examinations (AEEs) for the Aerospace Education Program for Senior Members (AEPSM). Examinations may only be given to authorized personnel (see CAPR 50-4 and CAPR 280-2). The WDAE is responsible for ensuring that Aerospace Education Officers (AEOs) receive the AE examinations and for strictly controlling the movement, use, security, and disposition of the AEPSM AEEs. Missing items will have to be accounted for.
- 2. Acquisition and Control of Examinations.** Wing DAEs obtain the AEPSM AEEs from CAP-USAF/EDE and log all examinations received and distributed on CAP Form 124. Aerospace education officers order the examinations from the WDAEs on CAP Form 123 and also use CAP Form 124 for logging examinations received/sent from/to the WDAEs. The unit's testing officer actually retains, safeguards, and administers the examinations after receiving them from the AEO.
- 3. Log Completion.** Use this form when receiving or sending examinations. Each appropriate column in the log must be completed. Enter the examination code number, the examination copy numbers, the answer key copy number(s), the unit to which/from which the examination was sent/received, the person to whom/from whom the examination was sent/received, and the date the examination was sent/received. Check the "Missing Items" column if any items are missing from the material received and notify the sender immediately. This log will be an inspection item on IG visits.