



HEADQUARTERS
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TO: ALL GROUP AND SQUADRON COMMANDERS
FROM: COL M. ALLEN APPLEBAUM, COMMANDER PAWG
DATE: 18 NOVEMBER 2003
SUBJECT: PROCEDURES FOR APPLYING FOR AFIADL COURSES

Attached is a copy of the supplement to the Pennsylvania Guide to the Air Force Institute for Advanced Distributed Learning Courses (AFIADL). This supplement includes updated procedures for enrolling as a member of the Pennsylvania Wing. All applications proceed through channels and must be complete in all respects, including signatures, before being received by the PAWG Test Control Officer (PAWG/TCO). The PAWG/TCO is the sole person who sends the completed forms to AFIADL.

The additional data requested are necessary to ensure accuracy and prompt processing of the applications and ultimate delivery of the examination material to the authorized applicant. You are encouraged to copy the blank forms locally.

These revisions combine the data required by AFIADL, the PAWG and a tracking record on to a single page and thus will expedite and simplify the record keeping in accordance with the guidelines in CAP Regs.; 50-4 and 50-17. In addition, there is included a diagram detailing the procedure for the testing process and returning the used examination material to PAWG HQ for proper disposal.

You should use these forms now.

M. Allen Applebaum, Colonel, CAP
Commander, PAWG

Cc. CV - PAWG
CS - PAWG
PDO - PAWG
XO - PAWG
STAFF - PAWG
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