



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

1 Apr 04

MEMORANDUM FOR AFIADL Catalog Customers

FROM: AFIADL/ECO

SUBJECT: AFIADL Catalog Update Procedures

1. The AFIADL Catalog is for many the first and only contact they may have with our organization. As such, it is imperative we provide them the best, most accurate document in a timely manner. We operate in a fluid environment; changes occur on a regular basis and we need a clearly defined method to update our Catalog. This letter outlines the procedures that will be used to update the AFIADL Catalog:

**A. Timeliness and Guidelines for Submission of Changes.** Per AFI 36-2201 vol 4, *Managing Advanced Distributed Learning (ADL)*, AFIADL will: "Develop Air Force Specialty Code (AFSC) listings and the AFIADL Catalog, ensure updates are made on a monthly basis, and support the WAPS." This responsibility rests within the Curriculum Control Section. Guidelines for submitting changes to the AFIADL catalog are:

- (1.) Provide input to AFIADL/ECOC ([Yvonne.Lee@maxwell.af.mil](mailto:Yvonne.Lee@maxwell.af.mil)) via e-mail prior to the 7<sup>th</sup> of each month for an update to the Catalog for the following month. If submitted before the 7<sup>th</sup> of the month, the submitter can assume the change will be posted by the first of the next month. Inputs received after the 7<sup>th</sup> of each month will be posted, however there is no guarantee they'll make the next month's update.
  - (a) Include a point of contact familiar with the requested change.
  - (b) Changes should, at a minimum, provide the source document, page number, and the requested change. Requested changes should be clear and easily understood.
  - (c) Use discretion when submitting changes. For example, if only one page changes, do not send the entire document. Consolidate changes as much as possible.
- (2.) Requesting agency will be provided an update/status of their change not later than one week after the request. If there is a delay in the posting of the change, the requesting agency will be notified at the first opportunity and be given a tentative completion date.
- (3.) AFIADL/ECOC will validate the request ensuring all AFIs and/or directives are complied with.

- (4.) Once validated, changes will be posted to the AFIADL Catalog.
- (5.) Catalog changes will be forwarded to the AFIADL webmasters for posting. An announcement of the update will be provided to the webmasters to post on the AFIADL "Hot Topics" portion of the Web Page, as necessary.

**B. Providing Updates to Webmasters.** Catalog updates will be provided to the AFIADL webmasters via e-mail in most instances. These updates will be proofed, coordinated, and approved by the appropriate section chiefs prior to submission to the webmasters.

2. The procedures outlined above are effective 1 April 2004. Questions concerning these new procedures can be directed to Yvonne Lee, Curriculum Control Section Chief, DSN: 596-4250, Gayle McGuire, ECOC Pagemaster, DSN: 596-1835, or Sandy Fortner, Alternate ECOC Pagemaster, DSN: 596-4152.

//signed//

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Operations Branch Chief