



DEPARTMENT OF THE AIR FORCE
123RD EXAMPLE SQUADRON
PLACEHOLDER AIR FORCE BASE
[USE APPROVED ORGANIZATIONAL LETTERHEAD]

DD Month YYYY

MEMORANDUM FOR DEAN, GLOBAL COLLEGE OF PME

FROM: (Supervisor's Name/Rank/Title/Office Symbol)

SUBJECT: Professional Military Education (PME) Distance Learning (DL) endorsement letter

- a. I am the supervisor of (Applicants full name, Rank/Grade, email, phone number, *DO NOT INCLUDE SSN*). I have interviewed the candidate and verified the following items for this prospective student to attend the (Primary Developmental Education PDE/Squadron Officer School SOS or Intermediate Developmental Education IDE/Air Command and Staff College ACSC or Senior Developmental Education SDE/Air War College AWC) DL Program.
 - i. Member has a minimum of 2 years federal civil service
 - ii. Member has appropriate pay grade of (Add GS Pay Grade) to attend (PDE/IDE/SDE) DL
 - iii. Member has a regionally accredited Bachelor's Degree
 - iv. Member's individual Develop Plan (IDP) aligns with the (PDE/IDE/SDE) DL Program
- b. I have counseled (Applicants name) on the value of civilian leadership and development opportunities and have encouraged him/her to participate. He/She is a promising member of my team and has been selected for this developmental education opportunity because of his/her outstanding performance and potential. Additionally, I have identified this (PDE/IDE/SDE) DL program as an individual developmental goal that aligns his/her experience and professional goals with the needs of the Air Force. This PME will help maximize (Applicants name) potential, develop his/her critical and creative thinking skills, and facilitate a career of life-long learning. I have also stressed the importance of taking these courses seriously, to avoid wasting Department of Air Force funds allocated for this invaluable Air University distance education program. (Applicants name) has my full support and endorsement to participate in the Air University's, Global College of PME, (PDE/SOS or IDE/ACSC or SDE/AWC) DL course.
- c. If you have any questions regarding this applicant or endorsement please contact me at (Supervisors email and phone number).

SUPERVISOR'S SIGNATURE BLOCK