

INSTRUCTIONS FOR COMPLETING THE PAWG FORM 76-A

This form is to be initiated by a Pennsylvania Wing Approved Communications Instructor, after the completion of a course. Only 1 category may be selected per form, and only 1 Unit members per form.

The instructor who initiates the form will forward the completed form to the respective Unit Commander or Unit Communications Officer for submission through the proper channels to the PAWG ROA Officer.

Reference the CAP Regulation 100-1 for the criteria for the Basic and Advanced Communicator Levels.

Only PAWG approved class syllabus may be taught for the Basic and Advanced levels.

AUTHORIZED INSTRUCTORS:

1. Place an "X" in the appropriate box for the class taught.
 2. Fill in the unit name and charter number for the member(s) who completed the class.
 3. Fill in the date that the class was completed.
 4. Leave ROA# blank - this will be filled in by the ROA Officer.
 5. List the name (as it appears on the member's membership card), CAPSN and test score (prior to correction to 100%) for each of the members who completed the class. Remember, you can only have 1 Units members on a form. For example, if you taught a class for 3 members and those members were all from different squadrons, you will need to complete 3 different forms.
 6. Print your name, sign your name and date the form.
 7. Forward the completed form to the respective Unit Commander or Unit Communications Officer.
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UNIT COMMANDER/UNIT COMMUNICATIONS OFFICER:

1. Print your name, sign your name and date the form.
2. Make a copy of the form.
3. Send the ORIGINAL and COPY along with a self-addressed/stamped envelope to the PAWG ROA Officer. The form will be processed with the affixing of ROA numbers. The copy with the ROA numbers on it and the actual CAP Form 76 (ROA card) will be returned to you in the self-addressed/stamped envelope you provided. The current ROA Officer is:

MAJ Leroy Hockenberry
123 Roanoke Road
Bellefonte, PA 16823-9998

NOTES:

1. INCOMPLETE/INCORRECT FORMS WILL BE RETURNED UNPROCESSED TO THE UNIT. AFTER THE ERRORS ARE CORRECTED, THE FORMS CAN BE RESUBMITTED.
2. Every member submitted for an ROA card will be verified in NINQ. If a member does not appear in NINQ, that member will not be issued an ROA card. The Unit will be notified as such. At that point, a copy of the members current, valid membership card can be submitted as proof of membership.