



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER



ARPCM 17-33  
3 November 2017

MEMORANDUM FOR ALL FSSs, A1s, HQ RIO & J1s

FROM: HQ ARPC/CC  
18420 E Silver Creek Ave  
Buckley AFB, CO 80011

SUBJECT: CY18A Air Force Reserve School Selection Board Convening Notice and Invitation to  
Apply Instructions; **ARPC SUSPENSE: 8 January 2018 NLT 1630 MT.**

1. The CY18A Air Force Reserve School Selection Board (RSSB) will convene 5-9 February 2018 at Headquarters Air Reserve Personnel Center, Buckley AFB, Colorado. In order to be considered by this board, it is imperative that all applicants, endorsers, and RIO Det/MPS/CSS/A1 functions read and comply with the instructions outlined in Attachment 1. **ARPC suspense/deadline is 8 January 2018, NLT 1630 MT. Applicants and Raters must ensure to coordinate with your MPS, MAJCOM A1, or RIO Detachment for their internal suspense's. Late applications will not be accepted.**
2. The RSSB is convened to identify the best qualified officers for placement in select academic courses. These courses can be taken via short duration in-residence, seminar, online, and/or by "blended" methods. Board members will evaluate applicants based on the whole person concept which includes depth and breadth of military experience, the applicant's professional qualities such as demonstrated leadership, academic achievements, developmental education as well as responsibilities that capitalize on the applicant's attendance at a specified course. The RSSB process complements the Air Force Reserve Force Development construct by aligning the best qualified applicants with selected courses. All school board selections will be based on the needs of the Air Force Reserve.
3. Please ensure this message is given widest possible dissemination. All officers, raters, and Military Personnel Sections should be familiar with the process for submitting applications for courses.
4. For questions relating to the RSSB process, please consult the attached application instructions first. Further questions can be addressed by contacting your local MPS, RIO Detachment, or MAJCOM as appropriate or by calling the Total Force Service Center at 1-800-525-0102.

ELLEN M. MOORE  
Brigadier General, USAF  
Commander

4 Attachments:

1. CY18A RSSB Application Instructions
2. Available Courses for CY18A RSSB
3. CY18A RSSB Application Review Checklist
4. Waiver Request Letter Template

**BREAKING BARRIERS...SINCE 1947**

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## Attachment 1 APPLICATION INSTRUCTIONS

**1. Eligibility Criteria & Waiver Requests.** These requirements are guidelines to ensure the applicant is familiar with his/her specific criteria to ensure proper eligibility IAW AFI 36-2301, para A3.3.2. If any of the eligibility criteria in para 1.1 through 1.3 of this Invitation to Apply are not met, the applicant must submit a waiver request IAW AFI 36-2301, para A3.3.2.11, and AFI 36-2254v2, para 2.3.5.4.1 for application consideration *prior to the application deadline*. All waiver requests must be signed by the member, endorsed by his/her rater and senior rater, properly formatted IAW Attachment 4, and attached to the application ***in PDF format***. Any request that fails to meet these requirements will not be accepted. The RSSB Board President will evaluate and make final determinations on all above waiver requests.

Waiver request letters are an individual applicant's responsibility and must include the member's justification for seeking a waiver request from the board president, to include reasons why he/she does not meet one or more of the eligibility criteria and why granting such a waiver request is in the best interest of the AFR. ARPC **will not** submit a waiver request for, nor contact, the applicant if the request is not attached with the application. Furthermore, applicants must fully coordinate all waiver requests with signatures *prior* to submitting their application. **Failure to submit the required waiver request with the application will render the package incomplete and will result in the member's application being cancelled prior to the selection board.**

For a brief overview of the RSSB process, please feel free to click on the below links for the Command's Force Development YouTube video. You can also find the video via a link on their Facebook page.

[AFRC YouTube Officer Force Development](#)

[AFRC Facebook Officer Force Development](#)

**1.1. Fitness.** Each applicant must have a current and passing Fitness Assessment. The Individual Fitness Assessment History report must be attached with the application.

**1.1.1.** The report *must* be obtained from the system of record for all members' fitness assessment history, Air Force Fitness Management System II (AFFMS II), located on the AF Portal website and uploaded to the application in **PDF format**.

**1.1.2.** Members *are not* required to submit forms 422 or 469 as evidence of existing profiles, and ARPC *will not accept* these documents in lieu of a member's fitness assessment history obtained from the system of record, AFFMS II.

**1.1.3.** The applicant's rater (as reflected in MilPDS, also the same individual who completes the member's OPR) must verify the member has a ***current and passing*** Fitness Assessment. If not, the applicant must submit a waiver request IAW Attachment 4.

**1.2. Participation Summary/History.** The RSSB will look at each applicant's previous 5 years of participation history. Any applicant with an unsatisfactory participation year within the last 5 years **must** submit a waiver request IAW para 1 and Attachment 4 with the application. The waiver must explain the absent time period(s) to the board to include any breaks in service as a result of a transfer from Active Duty to the Reserve. **Each applicant is responsible for ensuring his/her records reflect current information prior to the application deadline.**

**1.2.1.** Members who have *less than 5 years* total time-in-service *are not required* to submit a waiver request explaining the fact that they do not have a 5-year satisfactory participation history.

**1.3. Mandatory Separation Date (MSD).** The Mandatory Separation Date is the calendar date on which a service member must either be discharged or retired from military service based on mandatory service time, grade, and age criteria. With regard to future retainability, an applicant's MSD is compared to the course graduation date.

**1.3.1. Applicant's MSD must not be prior to 1 March 2020 for the courses listed below:**

International Junior Officer Leadership Development (IJOLD)  
Leadership Today and Tomorrow (LTT)  
Squadron Officer School (SOS)

**If an applicant's MSD is prior to 1 March 2020, a waiver request must be submitted for the course(s) selected (see para 1 and Attachment 4).**

**1.3.2. Applicant's MSD must not be prior to 1 June 2021 for the courses listed below:**

Air Command and Staff College Seminar (ACSC-ARCS)  
Air War College Seminar (AWC-ARCS)  
Canadian Forces Staff College Seminar (CFSCS)  
Marine Corps Command and Staff College Seminar (MCCSCS)  
NATO Senior Officer Policy Course (SOPC)  
NATO Senior Reserve Officer Course (SROC)  
NATO Reserve Forces Integration Course (RFIC)  
Reserve Component National Security Course (RCNSC)

**If an applicant's MSD is prior to 1 June 2021, a waiver request must be submitted for the course selected (see para 1 and Attachment 4).**

**1.4. Total Federal Commissioned Service Date (TFCSD) and Air University courses.** TFCSD includes all periods of federally recognized commissioned service, whether active or inactive duty. This is identified as the original date of commissioning. Members are responsible for identifying and validating TFCSD with their appropriate Military Personnel Section (MPS) or RIO Detachment.

**1.4.1.** See course descriptions for TFCSD requirements for SOS. These requirements are IAW AFI 36-2254v2, Table 2.1.

**1.4.2.** Applicants who do not meet TFCSD eligibility requirements can submit a waiver request for consideration. All waiver requests must be properly formatted IAW Attachment 4. **All waiver requests related to TFCSD must be coordinated through the member's rater and senior rater, then staffed to HQ AFRC/A1KO for approval/disapproval prior to the member's application being submitted to ARPC.**

**1.5. Voluntary Limited Period Active Duty (formerly known as LEAD).** Voluntary Limited Period Active Duty (VLPAD) members **are not** eligible to apply for the RSSB.

**1.5.1. Exception:** IAW AFRCI 36-2640, para 3.1.2, members who have an established tour end date and approved documentation (AF Form 1288) identifying a gain action to a SELRES position may apply for course consideration. *A waiver request in accordance with Attachment 4 and the completed AF Form 1288 showing the projected gain must be included with the member's application.*

1.5.2. Members who apply based on meeting this exception must be aware that they need to be accessed into a SELRES position prior to the applicable course start date.

**1.6. Disqualifying Factors.** Applicants are not eligible to apply if they have any of the following indicators for which *waiver requests will not be accepted*.

- Current Unfavorable Information File (UIF)
- No Current and Passing Fitness Assessment
- Not meeting the prerequisites/requirements for a course

**1.7. Prerequisites.** The following courses have prerequisites *for which waiver requests will not be accepted*:

Course	Prerequisite
• Canadian Forces Staff College	• Must complete IDE first, Does NOT grant IDE credit
• Marine Corps Command and Staff College	• Must complete IDE first, Does NOT grant IDE credit

**1.8. Air National Guard (ANG).** ANG members **are not** eligible to apply for the RSSB.

**1.9. Participating Individual Ready Reserve (PIRR).** Category E members are eligible to apply for the RSSB; however, currently there is no Air Force Reserve Command (AFRC) sanctioned method to allow PIRR members to attend for Points and Pay, or to provide reimbursement for travel and per diem costs. Although, the current DoD Instruction allows for Category E reservists to perform both Active Duty for Operational Support and Active Duty for Training tours, AFI 36-2254, Volume 2, paragraph 1.2, expressly prohibits it. Accordingly, if selected, a PIRR (Cat E) member will attend in a Points Only status and ***will not be reimbursed*** for travel and per diem associated with the training. Therefore, PIRR (Cat E) members, if applying, should only apply for courses that are local to their HOR which would not require travel and per diem. If a PIRR (Cat E) member chooses to apply and is selected for a course outside their HOR, they are responsible for all costs involved in attending the course.

**1.10. vPC Application Withdrawal Procedures.** Once an application is submitted through the Virtual Personnel Center (vPC), officers wishing to withdraw their application from consideration may do so if the application is still pending coordination and not routed to, or with, ARPC. Once an application is submitted to ARPC, officers wishing to withdraw their application from consideration must submit an email request to the ARPC Force Development Team at [arpc.dpaf.rssb@us.af.mil](mailto:arpc.dpaf.rssb@us.af.mil) **NLT 1 February 2018**. Please type **“Application withdrawal request for [Rank First Last Name]”** in the subject line. Upon receipt of this request, ARPC Force Development Team will cancel the officer’s application.

**1.11. Dual Board Consideration.** If a member applied for school tour consideration through both the Reserve Developmental Education Designation Board (RDEDB) and the RSSB, and is deemed a RDEDB select, the RDEDB selection quota will take precedence and the member’s RSSB application will be withdrawn. If a member is currently enrolled in a school tour, he/she must complete the current school tour prior to being eligible to apply for the RSSB.

**1.12. RSSB Course Withdrawal Procedures.** Withdrawal from a RSSB selected course should be the exception, not the rule. Applicants must make every effort to ensure they are able to attend courses, in anticipation of selection, for which they apply. Failure to coordinate personal and/or civilian employment obligations in advance does not constitute an automatic withdrawal without prejudice. All requests for course withdrawals, after the member is RSSB selected, will route

through the member's respective chain of command as defined in Table 1. The package will be forwarded to HQ AFRC/AIKO for coordination and a determination of with or without prejudice, to include if the member can compete for RSSB courses in the future, will be made. Members who withdraw *with prejudice* may be excluded from applying for RSSB courses in the future. Furthermore, if an applicant is identified as an Alternate and subsequently accepts a vacancy, the same withdrawal procedures apply. **There will be NO DEFERMENTS for the courses listed on this Invitation to Apply.**

**1.13. 1095 Rule.** School tours are exempt from the count, IAW AFI 36-2619.

**2. Application Process.** Applicants must submit a completed/coordinated application package via vPC by the application deadline. Incomplete applications, applications submitted via alternate means, and applications received at ARPC after the final suspense date ***will not*** be accepted. Completed applications must be coordinated IAW Table 1 to meet the ARPC suspense: **8 January 2018 NLT 1630 MST**. It is imperative that applicants pay particular attention to the eligibility criteria outlined above in Paragraph 1, and requirements for each course as noted in the course descriptions in Attachment 2. ARPC will not accept partial applications. Incomplete applications will be returned to the member outlining corrective actions necessary, if applicable, provided the application deadline has not passed. ***All coordinators must have a vPC account, including Sister Service members, located on the myPers website. To accomplish, click on "Create Account" and complete ALL pertinent information.***

**2.1. Course Selection.** Each applicant may apply for a maximum of 6 courses in any combination across the 3 course categories, which are: Developmental Education (DE), Officer Professional Development (OPD), and Joint.

**2.1.1.** A member may choose to apply for only one specified course; however, the board will not consider an alternative course if the member is not selected for the one course in which the member applied. *If an applicant applies for more than one course, he/she must prioritize the desired courses by specifying the attendance date and/or course preference per the selection fields in the application.* **Members can only be selected as primary for one course.**

**2.1.2.** Applicants should pay particular attention to courses that are rank specific and have prerequisites to ensure basic eligibility requirements are met. If an applicant is selected for a course with specific rank requirements and is promoted (above the rank requirement) or does not meet minimum rank requirement prior to course start date, the course will be removed from the member's application. See Paragraph 1.7 for prerequisites for DE courses.

**2.2. Board Packages.** Along with the vPC application, the board will consider/review each applicant's Officer Performance Reports (OPRs), Reserve Development Plan (R-DP), Development Team (DT) Vectors/Recommendations, Decorations, Academic Education, Deployments, Assignment History, and projected Date of Rank (DOR).

**2.2.1. Applicant Records.** Applicants must ensure their records are current, and posted to MilPDS, as of the application deadline. Performance reports and decorations that are in coordination and have been submitted to ARPC for processing and insertion into a member's official record must be completed by the application deadline. Applicants can call the TFSC for assistance in expediting this process to ensure their records are updated in time to meet the application deadline at 1-800-525-0102. ARPC/DPAF will not accept any documents via email to include in an application package, nor will any new documents updated after the application deadline be included in the applicant's board package.

**2.2.2. OPRs.** The board will review the applicant's last five OPRs. It is the applicant's responsibility to ensure their OPRs are current and in the Personnel Records Display Application (PRDA) *prior* to the application deadline. PRDA can be accessed via the AF Portal. For assistance, contact the Total Force Service Center at 1-800-525-0102. *Draft OPRs will not be accepted or reviewed by the board.*

**2.2.3. R-DP.** The board uses this tool to gain insight into the applicant's near, mid, and long-term goals. Current and previous vectors to include DE pushes from the DTs will be considered when applications are reviewed. An applicant's R-DP *does not* have to be "DT Ready" to be viewed by the board.

**2.2.4. DT Vectors/Results.** The board members will have career field DT vectors and results available for review. Board members will focus on DT recommendations for professional development, and status on the Key Personnel List (KPL).

**2.2.5. Decorations.** All updated MilPDS decorations will be listed, but each applicant's three most recent citations will be reviewed by the board. This information is accessible in vMPF for viewing as well as in PRDA. For assistance, contact Recognitions at the TFSC at 1-800-525-0102.

**2.2.6. Academic/Education.** The board reviews the two most recent levels of education, to include your academic specialty. The Air Force Institute for Technology (AFIT) is the single input source for updating academic education. An official transcript is required to make changes/updates and can be sent to: AFIT/Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB OH 45433; DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail [AFIT.coding@afit.edu](mailto:AFIT.coding@afit.edu).

**2.2.7. Deployment.** If the applicant has deployment time that is not reflected on an OPR or Decoration, it is recommended that it be noted in the R-DP for board consideration.

**2.2.8. Assignment History.** This reflects the applicant's last 10 duty assignments, including Duty AFSC. Usually, this mirrors the applicant's OPRs. This information is accessible in vMPF for viewing. For assistance, contact Careering at the TFSC at 1-800-525-0102.

**2.2.9. DOR.** Applicants with a projected DOR are eligible to apply for courses above their current grade. *If the projected grade is not in the personnel system (MilPDS), the applicant is not eligible to apply for courses above their current grade or PME level.* If the applicant has a projected DOR, he/she must pin on the new rank prior to the class start date. For assistance, contact your MPS or TFSC at 1-800-525-0102.

**3. Roles, Responsibilities and Instructions for Routing Applications in vPC.** The guidance below addresses each role in the RSSB application process and how to correctly route applications. Table 1 shows the routing sequence of each role by member category. Table 2 shows the routing timeline for the applicant, coordinators, and review role.

**3.1. Applicant.** It is the applicant's responsibility to read *all* instructions and understand eligibility requirements, prerequisites, and the application process. Additionally, the applicant is responsible for meeting all required deadlines, and monitoring the status of the application at all times. Applicants should work closely with their leadership to ensure school selections are aligned with their future goals and professional development recommendations. Applicants are strongly

encouraged to coordinate with their Rater external to vPC via face-to-face, phone, or email discussion and to provide draft push statements to the Rater and Final Endorser.

**Applicant comments are mandatory.** Comments should include applicant's desire to attend a specific course and the utility of his/her attendance at that course as a minimum. Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): Potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment (ROI) from course attendance. Addressing each of these areas provides the board with a self-assessment and will assist the board with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear explanation on why placement in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development. **Applicant forwards to Rater IAW Table 1.**

#### **3.1.1. Member/Applicant's Application Submission Steps in vPC**

- Apply through vPC Dashboard under the "Action Requests" tab
- Click on Air Reserve just below "Action Requests" tab
- Click on the "Reserve School Selection Board (RSSB)" application link (on the right side toward the bottom under the "Force Development" header)
- Complete/Confirm Personal Information:
  - Phone Number
  - E-mail address
  - Primary Mailing Address
  - Civilian Occupation
- Select your desired course(s) IAW para 2.1.
- Attach all required documents as applicable (PDF format is mandatory):
  - Individual Fitness Assessment History Report (Required)
  - Waiver request letter(s) as applicable (see template in Attachment 4)
- Complete the Justification box
- Select yes or no for "Alternative Dates"
- Complete Initials and Signature blocks
- Complete Senior Rater box (This will be your Wing CC or Equivalent)
- Select your Rater in the following manner:
  - Click on the "Select Account" button
  - Type in the Rater's Last and First Name
  - Click Search
  - Highlight the Rater's name
  - Click Select
- Click Submit

#### **3.1.2. Tracking the Status of the RSSB Application**

- Click on the "Worklist" tab
- In the "Action Requests" block next to "View", select "Submitted by me" from the drop down menu
- Click the "Refresh" button to the right
- Click/Highlight the RSSB that just appeared in the entries returned box
- Scroll down to "Coordination Actions", this is where the current status of the application is displayed

**3.2. Rater.** The rater's role is to validate and ensure the information on the submitted application is complete. If the application is not complete, the Rater should return it to the applicant for



corrections. Once the application is completed, the Rater will then add their appropriate comments in the Rater section.

**Rater comments are mandatory.** Comments should include the Rater's consideration of the officer as an appropriate candidate for the selected school(s) and how the Rater feels the member will be able to utilize the knowledge gained from the school(s). Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): Assessment of the member's potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment (ROI) from sending this member to the specified course. Although not mandatory, it is recommended that raters provide stratification for specified schools from within the unit's applicant pool (example "My #1/5 applicants for SOS").

Addressing each of these areas provides the board with a complete assessment and will assist with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear push from the rater that explains why placing this individual in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development.

**Note: The Rater may be the same as the Senior Rater (Wing CC or Equivalent), in some chains of command an individual may have two roles. In this scenario the Rater/Senior Rater can return the application to the member for corrections if needed, or forward to MPS Management, MAJCOM A1, or RIO Detachment as applicable.**

### 3.2.1. Rater Coordination Steps in vPC

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RSSB Applicant to open individual application record
- Review applicant's information:
  - School choices and ranking
  - Attachments (Individual Fitness Assessment History Report & waiver requests if applicable)
  - Justification
- Make recommendations by filling out the required fields in the "Your Coordination" section (Do not use "Return Remarks" block, unless returning package back to the applicant. Also, do not use "Coordination Remarks" block.):
  - Fill in Length of Supervision (number of years/months)
  - Mark appropriate answer for: "Consider this officer an appropriate candidate for school(s) desired." (Yes/No).
  - Complete Rater Justification section
  - Complete your personal information:
    - Rank/Name
    - Signature/Duty Title
    - Phone/Unit
- NOTE: If the Rater is *also* the Senior Rater (Wing CC or Equivalent), select the radio button for "I am also the applicant's Senior Rater." and follow the pop-up view instructions by selecting "Yes" on the pop-up, then selecting the Senior Rater coordination tab (highlighted in bright green) and completing the coordination.
- In the "Next Coordination" block, select the MPS Management, RIO Detachment, or MAJCOM A1 role from the drop down

- Click Submit to route the application to the 2<sup>nd</sup> Level Quality Review IAW Table 1

**3.3. CSS/FSS/MPS Management, RIO Detachment, MAJCOM A1.** These roles have the responsibility to review all applications to ensure accuracy and completeness IAW the eligibility criteria outlined in para 1 above. Attachment 3 serves as an aid to conduct quality checks on each application prior to forwarding to the final coordination level (see Table 1). **These roles have the ability to route the application to all levels.** Once the review (2nd Level) is complete, the application will be forwarded to the member's Senior Rater (Wing CC or Equivalent) IAW Table 1.

#### **3.3.1. CSS/FSS/MPS Management, RIO Detachment, MAJCOM A1 Coordination Steps**

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RSSB Applicant to open individual application record
- Review applicant's eligibility information and school choices, then complete the quality review checklist (Attachment 3)
- Review Rater/Senior Rater (Wing CC or Equivalent's) coordination for completeness and ensure there are comments
- Mark appropriate answer for: "AFFMS attachment is viewable and has been verified"
- Mark appropriate answer for: "Waivers attachment is viewable and has been verified"
- In the "Next Coordination" block:
  - Select role of: Senior Rater from the drop-down
  - Click on the "Select Account" button
  - Type in the Senior Rater's Last and First Name (Wing CC or Equivalent identified on member's application)
  - Click Search
  - Highlight the Senior Rater's name
  - Click Select
- Click Submit to route the application to the Senior Rater (Wing CC or Equivalent) IAW Table 1
- NOTE: If the Rater *also* coordinated as the Senior Rater (Wing CC or Equivalent) then the application can be routed directly to ARPC at this point

**3.4. Senior Rater (Wing CC or Equivalent).** This role reviews the application and provides final endorsement for each applicant before sending to ARPC. Per Table 1, the wing commander will serve as the final endorsement for all applicants (TR, ART, AGR) who are part of a traditional unit structure (squadron, group, wing). Applicants who are part of a headquarters or staff agency (NAF, MAJCOM, ARPC, HAF, Combatant Command) will route their applications through their rater and then their Directorate O-6 as the final endorsement, unless otherwise instructed.

**Senior Rater (Wing CC or Equivalent) comments are mandatory.** At a minimum, comments should specify why the senior rater concurs or non-concurs with the applicant's desire to attend a specific course. Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): Assessment of the member's potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment (ROI) from sending the member to the specified course. Recommend providing stratification for specified schools from within the senior rater's applicant pool (example "My #1/5 applicants for SOS").

Addressing each of these areas provides the board with a complete assessment and will assist the board with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear push from the senior rater that explains why placing this individual in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development.

**Note: The Senior Rater may be the same as the Rater (in some chain of commands, an individual may have two roles). In this scenario the Rater/Senior Rater can return the application to the member for corrections if needed, or forward to MPS Management, MAJCOM A1, or RIO Detachment as applicable.**

#### **3.4.1. Senior Rater Coordination Steps**

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RSSB Applicant to open an individual application record
- Review applicant's school choices and justification
- Review Rater's recommendation in the "Previous Coordination" box
- Make recommendations by filling out the required fields in the "Your Coordination" section (Do not use "Return Remarks" block, unless returning package back to the applicant. Also, do not use the "Coordination Remarks" block):
  - Select Do/Do Not Support Officer's attendance at the school(s) requested and provide reason for answer
  - Mark appropriate answer for: "Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards."
  - Complete your personal information:
    - Signature
    - Rank/Name
    - Duty Title
    - Date
    - Duty Phone/Unit
- In the "Next Coordination" block:
  - Select role of: "ARPC"
- Click Submit

**Table 1. Routing Sequence for Applications:**

<b>ROUTING SEQUENCE BY MEMBER STATUS AND COORDINATOR ROLE</b>				
<b>ROUTING SEQUENCE</b>	<b>Rater Coord 1st Level</b>	<b>Quality Review 2nd Level</b>	<b>Senior Rater Coord 3rd Level</b>	<b>Final Level</b>
<b>SQ/GP/WG Level TR/AGR/ART</b>	Rater <sup>1</sup>	MPS Management	Wing CC or Equivalent <sup>2</sup>	HQ ARPC
<b>IMA (All Organizations) or PIRR Members</b>	Rater	RIO Detachment	Directorate O-6 or Equivalent	HQ ARPC
<b>HQ NAF TR/AGR/ART</b>	Rater	MPS Management	Directorate O-6 or Equivalent <sup>3</sup>	HQ ARPC
<b>HQ ARPC</b>	Rater	MPS Management	HQ ARPC CC	HQ ARPC
<b>HQ RIO &amp; RIO Det AGR</b>	Rater	MPS Management	HQ RIO CC	HQ ARPC
<b>AF/RE, HAF, AFRC, Combatant Command<sup>4</sup>, Other DoD Agencies TR/AGR/ART</b>	Rater	MAJCOM/A1 <sup>5</sup>	Directorate O-6 or Equivalent	HQ ARPC

- Notes**
- 1: If the Rater is also the Senior Rater (Wing CC or Equivalent), the 3rd level routing does not apply. Also, the Rater must select the yes he/she is also the Senior Rater and follow the appropriate steps for the Senior Rater role outlined in para 3.4. above.
  - 2: Wing Commanders will serve as Senior Rater for *all applicants at SQ/GP/WG Level*, unless the unit is a direct report to the NAF, in which case the Final Endorser will be the first O-6 in the applicant's rating chain.
  - 3: NAF/CC coordination is only required on applications for members who are assigned to a NAF staff position.
  - 4: Members assigned to a Combatant Command will route their applications at the lowest level to achieve coordination through at least 1 O-6 in their chain.
  - 5: MAJCOM A1 routing is consistent with CSS/FSS/MPS Management, and RIO Detachment roles for the quality check of applications from members assigned outside of a traditional unit structure.

**Table 2. Routing Timeline for Applications:**

<b>SUGGESTED ROUTING FOR APPLICANT, COORDINATORS, AND REVIEW ROLE</b>			
<b>ROUTING TIMELINE</b>	<b>Rater Coordination 1st Level</b>	<b>Quality Review 2nd Level</b>	<b>Senior Rater Coordination 3rd Level</b>
	22 Nov 17	6 Dec 17	20 Dec 17

**4. School Tour Funding.** The following outlines the funding source for RSSB courses.

TRs/IMAs and ARTs in military status	Course and travel are centrally funded as Reserve Personnel Appropriation (RPA)
ARTs in civilian status	Course and travel are unit O&M funded
AGRs	Course and travel are unit O&M funded

After central funding has been allocated, the member must have his/her respective unit request orders by standard methods. ARPC **is not** the POC for funding issues; school selects need to work with their respective Finance Managers (FMs), orders clerks or FSS to accomplish school tour orders.

**5. Points of Contact.** Members should direct questions concerning RSSB applications to his/her respective chain of command (MPS, A1, servicing RIO Detachment, or Commander's Support Staff, as applicable) **before** contacting ARPC. If further clarification is required, call Total Force Service Center at 1-800-525-0102.

**Attachment 2.1.**  
**Available Courses for the CY18A RSSB - Developmental Education (DE)**

Course	Description	Requirements	Start Dates / Length / Location
Squadron Officer School (SOS)	<ul style="list-style-type: none"> <li>Broadens focus and strengthens essential leadership competencies in AFDD1-1, as well as Officership, Leadership, Problem Solving, Core Values and the Air Force as an institution in the profession of arms</li> <li>Apply Officership and Leadership learning in classroom discussions and field exercises</li> <li>Develops dynamic Airmen ready to lead air, space, and cyberspace power in an expeditionary warfighting environment</li> </ul> <p>Course Information: <a href="http://sos.au.af.mil/">http://sos.au.af.mil/</a></p>	<p>O-3</p> <p>* Captain selects must pin-on prior to class start &amp; have a projected DOR in MilPDS at time of application close out</p> <p>TFCSD must not exceed 11 years by board date</p>	<p>Course Dates: 9 Jul – 22 Aug 18</p> <p>5 Sep – 19 Oct 18</p> <p>6.5 weeks Maxwell AFB, AL</p>
Air Command & Staff College- Air Reserve Component Seminar (ACSC-ARCS)	<ul style="list-style-type: none"> <li>Air National Guard and Air Force Reserve majors have the opportunity to enhance their Air Command and Staff College (ACSC) distance learning (DL) officer professional military education (OPME) during the Air Reserve Component Seminar (ARCS). ACSC ARCS is a blended-learning program which comprises <b>one 2-week seminar</b> conducted in June on-site at Maxwell AFB, Alabama. ARCS offers an in-resident experience to those total force officers without the opportunity or time to attend a resident OPME program. The ACSC ARCS program provides an enriched learning environment that uses a combination of student-led seminars, guest lectures and exercises facilitated by AU resident and distance learning faculty</li> <li>ACSC ARCS participants follow the ACSC 6.0 DL curriculum and are required to complete certain pre-requisites before they participate. Following ARCS, members are expected to complete the remainder of the ACSC DL curriculum requirements at home station. Non-resident IDE credit will be reflected in ACSC ARCS student personnel records</li> <li><b>Students MUST be enrolled in ACSC DL and complete the ACSC 6.0 Student Orientation course as well as the self-paced Applied Leadership &amp; Command (LC) course BEFORE ATTENDING ACSC ARCS.</b> This is done by enrolling/registering via the AU Portal and setting up an AU Blackboard account following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: <a href="https://ausis.maxwell.af.mil">https://ausis.maxwell.af.mil</a></li> <li>Course Information: <a href="http://www.au.af.mil/au/acsc/distance.aspx">http://www.au.af.mil/au/acsc/distance.aspx</a></li> </ul>	<p>O-4</p> <p>*Maj Selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p> <p>TFCSD must not exceed 18 years by board date</p> <p><b>** DL students that have advanced beyond the pre-requisite courses OR have completed ACSC DL/ACSC Online Masters Program (OLMP) are NOT eligible**</b></p>	<p>(Seminar and Self-Study)</p> <p>2 weeks Maxwell AFB, AL</p> <p>TBD - Jun 18</p>

**Attachment 2.1.**

**Available Courses for the CY18A RSSB - Developmental Education (DE) (Continued)**

Course	Description	Requirements	Start Dates / Length / Location
Air War College- Air Reserve Component Seminar (AWC-ARCS)	<ul style="list-style-type: none"> <li>• Air National Guard and Air Force Reserve Lt Cols have the opportunity to enhance their Air War College (AWC) distance learning (DL) officer professional military education (OPME) during the Air Reserve Component Seminar (ARCS). AWC ARCS is a blended-learning program which comprises <b>one 2-week seminar</b> conducted in June on-site at Maxwell AFB, Alabama. ARCS offers an in-resident experience to those total force officers without the opportunity or time to attend a resident OPME program. The AWC-ARCS program provides an enriched learning environment that uses a combination of student-led seminars, guest lectures and exercises facilitated by AU resident and distance learning faculty</li> <li>• AWC ARCS participants follow the AWC 18.0 DL curriculum and are required to complete certain pre-requisites before they participate. Following ARCS, members are expected to complete the remainder of the AWC DL curriculum requirements at home station. Non-resident SDE credit will be reflected in AWC ARCS student personnel records</li> <li>• Students <b>MUST</b> be enrolled in AWC DL <u>and</u> complete the AWC 18.0 Student Orientation as well as their Elective option <b>BEFORE ATTENDING AWC ARCS</b></li> <li>• This is done by enrolling/registering via the AU Portal and setting up an AU Blackboard account following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: <a href="https://ausis.maxwell.af.mil">https://ausis.maxwell.af.mil</a></li> </ul> <p>Course Information: <a href="http://www.au.af.mil/au/awc/dl_main.aspx">http://www.au.af.mil/au/awc/dl_main.aspx</a></p>	<p>O-5</p> <p>* Lt Col Selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p> <p>TFCSD must not exceed 26 years by board date</p> <p><b>**Students currently enrolled in AWC DL who have already advanced past their elective course are NOT eligible**</b></p>	<p>(Seminar and Self-Study)</p> <p>2 weeks Maxwell AFB, AL</p> <p>TBD - Jun 18</p>

**Attachment 2.2.**  
**Available Courses for the CY18A RSSB - Officer Professional Development (OPD)**

Course	Description	Requirements	Start Dates / Length / Location
Leadership Today and Tomorrow (LTT)	<p>LTT serves the purpose of bridging the gap between the tactical Company Grade Officer and the operational Field Grade Officer, addressing the challenges associated with balancing today's readiness with tomorrow's new centers of power and capabilities in a more volatile and unpredictable world through the strategic use of the art of leadership.</p> <p>*Minimum of 18-months' retainability upon course completion</p>	<p>Sr O-3 thru Jr O-4</p> <p>* Sr O-3 = &gt;3yrs TIG Jr O-4 = &lt;3yrs TIG (at time of application)</p> <p>One time attendance only</p>	<p>Course Dates: 13-17 Aug 18</p> <p>5 days Robins AFB, GA</p>
International Junior Officer Leadership Development (IJOLD)	<p>CGO professional development with an opportunity to obtain valuable tools and skills in leadership principles and practices in a joint environment, exchange ideas and learn about the military of other NATO countries.</p>	<p>O-3 Only</p> <p>One time attendance only</p>	<p>Course Dates: TBD - Jul 18</p> <p>7 days Winnipeg, Canada</p>



**Attachment 2.3.**  
**Available Courses for the CY18A RSSB - Joint Courses**

Course	Description	Requirements	Start Dates / Length / Location
Reserve Component National Security Course (RCNSC)	<ul style="list-style-type: none"> <li>Foundation for officers moving to joint command management and staff responsibilities in a multinational, intergovernmental, or joint nation security setting</li> <li>Curriculum consists of lectures, panel discussions, seminars, on-site visits, and simulation exercises dealing with national security policy and defense resource management</li> </ul> <p>Course Information: <a href="http://rcnsc.dodlive.mil/">http://rcnsc.dodlive.mil/</a></p>	<p>O-5 thru O-6</p> <p>* O-5 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p>	<p>Course Dates: 16-27 Jul 18</p> <p>2 weeks Washington DC</p>
NATO Senior Officer Policy Course (SOPC)	<ul style="list-style-type: none"> <li>Provides Senior NATO personnel with an evaluation of NATO's current and future security environment (NATO course # N5-31)</li> <li>Applicants selected to attend are required to obtain a NATO Secret Security Clearance prior to attending the course</li> </ul> <p>Course Information: <a href="https://www.natoschool.nato.int/Academics">https://www.natoschool.nato.int/Academics</a></p>	<p>O-6</p> <p>* O-6 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p>	<p>Course Date: 10-14 Sep 18</p> <p>5 days Oberammergau, Germany</p>
NATO Senior Reserve Officer Course (SROC)	<ul style="list-style-type: none"> <li>Prepares senior reserve officers for employment in support of NATO operations and/or appointments at a Higher Headquarters of the Alliance (NATO course # M5-76)</li> <li>Select is required to obtain an NATO Secret Security Clearance prior to attending the course</li> </ul> <p>Course Information: <a href="https://www.natoschool.nato.int/Academics">https://www.natoschool.nato.int/Academics</a></p>	<p>O-6</p> <p>* O-6 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p>	<p>Course Date: 10-14 Sep 18</p> <p>5 days Oberammergau, Germany</p>
NATO Reserve Forces Integration Course (RFIC)	<ul style="list-style-type: none"> <li>Instills in students an understanding of the various roles, missions, and doctrines of Reserve Forces throughout the Alliance</li> <li>Building on Military Committee (MC) policy, the course surveys how the Alliance integrates Reserve Forces in current operations by exploring numerous national "best practices" in a comparative analysis framework (NATO course #M5-39)</li> </ul> <p>Course Information: <a href="https://www.natoschool.nato.int/Academics">https://www.natoschool.nato.int/Academics</a></p>	<p>O-4 thru O-6</p> <p>* O-4 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p>	<p>Course Date: 28 May – 1 Jun 18</p> <p>5 days Oberammergau, Germany</p>

**Attachment 2.3.**  
**Available Courses for the CY18A RSSB - Joint Courses (Continued)**

Course	Description	Requirements	Start Dates / Length / Location
Canadian Forces Staff College (Seminar)	<ul style="list-style-type: none"> <li>• Hosts the Joint Command and Staff Program Distance Learning (JCSP-DL) aimed to prepare selected senior officers for Command or Staff in a contemporary operating environment across the continuum of operations</li> <li>• CSP-DL is a 2-year, DL course with brief residential periods in Toronto, Canada</li> <li>• 2-week summer on-site session completes each academic year</li> </ul> <p>1. If you have completed any modules of this course via correspondence then you are ineligible to apply.</p> <p>2. Must provide certificate of completion of prerequisite course</p> <p>• Course Information: <a href="http://www.cfc.forces.gc.ca/378-eng.html">http://www.cfc.forces.gc.ca/378-eng.html</a></p>	<p>O-4</p> <p>* O-4 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p> <p><u>Prerequisite:</u> Must complete IDE first Does NOT grant IDE credit</p>	<p>(Seminar and Self-Study)</p> <p>2 FYs/2CYs Toronto, Canada</p> <p>Aug 18 - Jun 20</p> <p>F2F 1: 8 Jul 19 F2F 2: Jun 20 – TBD</p>
Marine Corps Command & Staff College (Seminar)	<ul style="list-style-type: none"> <li>• Educates and trains joint, multinational, and interagency professionals to produce skilled, warfighting leaders able to overcome diverse, 21st century security challenges</li> <li>• Initial in-residence period of 5 weeks and final residence period of 6 weeks</li> </ul> <p>1. If you have completed any modules of the Marine Corps Command and Staff College course via correspondence then you are ineligible to apply.</p> <p>2. Must provide certificate of completion of prerequisite course</p> <p>Course Information: <a href="https://www.tecom.usmc.mil/cdet/SitePages/blended.aspx">https://www.tecom.usmc.mil/cdet/SitePages/blended.aspx</a></p>	<p>O-4</p> <p>*O-4 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out</p> <p><u>Prerequisite:</u> Must complete IDE first Does NOT grant IDE credit</p>	<p>(Seminar and Self-Study)</p> <p>1FY/2CYs MCB Quantico, VA</p> <p>Jun 18 - Jun 19</p> <p>F2F 1: 11 Jun - 13 Jul 18 F2F 2: 29 Apr - 5 Jun 19</p>

**Attachment 3**  
**CY18A RSSB Application Review Checklist**

Applicant Rank/Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_  
Quality Reviewer: (Rank/Name): \_\_\_\_\_ Reviewer Unit/Phone: \_\_\_\_\_

**Disqualifying Items:** If any of the below conditions exist, the applicant is NOT eligible to apply (not waivable).

- Current Unfavorable Information File (UIF)
- Not having required prerequisites for a course
- Incomplete/improperly coordinated application
- Not including a required waiver

1. Is applicant's personal information complete/correct? (Information is pulled from MilPDS)  
☐ Rank    ☐ Component    ☐ Phone Number  
☐ Email    ☐ Primary Mailing Address    ☐ Civilian Occupation
2. Has the applicant applied for only the courses which they are eligible? (Projected DORs *must* be annotated in MilPDS at time of application close out)
3. Coordination:  
☐ Is Applicant section complete to include applicant's justification in **concise bullet statements**?  
☐ Is Rater section complete to include Rater's comments and indication of support in **concise bullet statements**?  
☐ Is Senior Rater (Wing CC or equiv.) section complete to include comments/indication of support in **concise bullet statements**?
4. Has applicant included all applicable attachments?  
☐ AFFMS II history report showing current *and* passing Fitness Assessment (*PDF format only*)  
☐ Applicable waiver request letters signed by the applicant, rater, and senior rater (*PDF format only*):
  - ☐ Fitness non-current due to medical profile/deployment, etc.
  - ☐ Participation: 5-year history of satisfactory participation (waivers are common for members who separated from active duty and experienced a break in service prior to joining the AFR) \*\* Members with less than 5 years time-in-service do not require a participation waiver request
  - ☐ VLPAD: Waiver requests only required/accepted if member can provide a completed AF1288 showing projected gain to a SELRES position prior to the course start date
  - ☐ MSD requirements:
    - ☐ **Applicant's MSD must not be prior to 1 March 2020 for the courses listed below:**  
Leadership Today and Tomorrow (LTT)  
International Junior Officer Leadership Development (IJOLD)  
Squadron Officer School (SOS)
    - ☐ **Applicant's MSD must not be prior to 1 June 2021 for the courses listed below:**  
Air Command and Staff College- Seminar (ACSC-ARCS)      Air War College- Seminar (AWC-ARCS)  
Canadian Forces Staff College- Seminar (CFC)      Reserve Component National Security Course (RCNSC)  
Marine Corps Command and Staff College- Seminar (MCCSCS)      NATO Senior Reserve Officer Course (SROC)  
NATO Senior Officer Policy Course (SOPC)      NATO Reserve Forces Integration Course (RFIC)
5. Course Eligibility Requirements/Prerequisites: See course descriptions for specifics and paragraph 1.7 for prerequisites for DE courses.  
☐ SOS: O-3s must have *less than* 11 years total federal commissioned service (TFCS)  
☐ LTT: Applicants must not have previously attended

**Attachment 4**  
**Waiver Request Letter Template**  
**(Insert official letterhead)**

Date

MEMORANDUM FOR RSSB PRESIDENT

FROM: Member's Rank, First and Last Name; SSN

SUBJECT: Waiver for (INSERT WAIVER TYPE HERE)

1. I respectfully request a waiver with regard to meeting the RSSB for (INSERT WAIVER TYPE HERE) due to (PROVIDE DETAILED JUSTIFICATION HERE).
2. I can be reached at (INSERT CONTACT NUMBER/EMAIL ADDRESS HERE). Thank you for your consideration.

MEMBER SIGNATURE BLOCK  
Duty Title

1st Ind, (Office Symbol for 1st Indorsement Official – Applicant's rater)

MEMORANDUM FOR (Office Symbol for 2nd Indorsement Official)

Concur/Do not concur.

RATER SIGNATURE BLOCK  
Duty Title

2nd Ind, (Office Symbol for 2nd Indorsement Official – Applicant's Senior Rater from Table 1)

Recommend Approval/Disapproval to RSSB Board President of (INSERT WAIVER TYPE HERE) waiver.

SENIOR RATER SIGNATURE BLOCK  
Duty Title