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RESERVE

ARPCM 18-01
2 February 2018

MEMORANDUM FOR ALL FSSs, RIO Detachments, A1s, & J1s

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

SUBJECT: CY19 Air Force Reserve Enlisted Developmental Education Board Convening Notice
         and Invitation to Apply Instructions; **ARPC SUSPENSE: 9 April 2018**

1. The CY19 Air Force Reserve Enlisted Developmental Education Board (EDEB) will convene 14-18 May 2018 at the Headquarters Air Reserve Personnel Center (ARPC), Buckley Air Force Base, 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 9 April 2018, NLT 1630 MT. Applicants and Raters must ensure to coordinate with your MPS, MAJCOM A1, or RIO Detachment for their internal suspenses. Late applications *will not* be accepted.**

2. The EDEB is convened to identify the best qualified enlisted members for placement in select, short academic courses. Board members will evaluate applicants based on the whole person concept including depth and breadth of military experience and responsibilities. The intent is to enhance the member's professional qualities, demonstrated leadership, academic and Force Development achievements. The EDEB process compliments 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 and Air Force Reserve followed by consideration for the individual's preferences.

3. Please ensure this message is given widest possible dissemination. All enlisted members, raters, additional raters, and Military Personnel Sections should be familiar with the process for submitting applications for courses.

4. For questions relating to the EDEB process, please consult the attached application instructions first. Further questions can be addressed by contacting your local Military Personnel Section, RIO Detachment, Force Support Squadron, or MAJCOM as appropriate or by calling the Total Force Service Center (TFSC) at 1-800-525-0102.

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ELLEN M. MOORE
Brigadier General, USAF
Commander

4 Attachments:
1. CY19 EDEB Application Information
2. Course Descriptions
3. CY19 EDEB Application Review Checklist
4. Waiver Request Letter Template

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Attachment 1
APPLICATION INFORMATION

1. Eligibility Criteria & Waivers. These requirements are guidelines to ensure the applicant is aware of specific eligibility criteria. If any of these criteria are not met, the applicant must submit a waiver for application consideration IAW Attachment 4. All waivers must be attached with the application *in PDF format*. Any request that fails to meet these requirements will not be accepted. The EDEB Board President will evaluate and make final determinations on all waiver requests.

Waiver request letters are an individual applicant's responsibility and must include the member's justification for seeking a waiver from the EDEB Board President, to include reasons why he/she does not meet one or more of the eligibility criteria and why granting such a waiver is in the best interest of the Air Force and Air Force Reserve. ARPC *will not* submit a waiver request for, nor contact, the applicant if the request is not attached with the 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.**

    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 (AFFMS II), located on the AF Portal website and uploaded to the application **in PDF format**. **In addition, applicants must meet BMI percentage requirements for some schools (review the school's website for BMI requirements).**

        1.1.2. The applicant's rater (as reflected in MilPDS, also the same individual who completes the member's EPR) must verify the member has a *current and passing* fitness assessment.

        1.1.3. 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. No fitness score sheets will be accepted as proof of fitness test.

    1.2. HYT. The HYT 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/or age criteria. An applicant's HYT will be compared to the course graduation date, to assure maximum Return on Investment (ROI).

        1.2.1 Applicant's HYT must not be prior to **1 November 2021** for all courses. If an applicant's HYT is prior to the date indicated, a waiver *__must be__* submitted IAW Paragraph 1 and Attachment 4, Waiver Request Letter Template.

    1.3. Participation Summary/History. The EDEB 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 with Paragraph 1 and Attachment 4 with the application explaining the absent time period(s) to the board, to include any breaks in service as a result of a transfer from Regular Air Force to Air Force Reserve. **Each applicant is responsible for ensuring his/her records reflect current information prior to the application deadline.**

1.4. Disqualifying Factors. Applicants are not eligible to apply if they have any of the following indicators. Waivers **will not** be accepted.

- Current Unfavorable Information File (UIF)
- CMSgts/SMSgts who did not meet the CY18 Command E8/E9 DT Board
- SNCOs who have not been awarded Community College of the Air Force (CCAF) degree
- SNCOs who have not completed the SNCO Academy
- No Passing Fitness Assessment

1.5. VLPAD (formerly known as LEAD). VLPAD members **are not** eligible to apply for the EDEB.

1.6. ANG. ANG members **are not** eligible to apply for the EDEB.

1.7. PIRR. PIRR (Cat E) members are eligible to apply for the EDEB. However, currently there is no Air Force Reserve Command (AFRC) sanctioned method to allow members to attend for Points and Pay, or to provide reimbursement for travel and per diem costs. Although, the current DoD Instruction allows for Cat 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) 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 Home of Record (HOR) which would not require travel and per diem. If a PIRR (Cat E) chooses to apply and is selected for a course outside their HOR, they are responsible for all costs involved in attending the course.

1.8. Application Withdrawal Procedures. Once an application is submitted to ARPC, members wishing to withdraw their application from consideration must submit a MyPers vPC incident or call the TFSC, 1-800-525-0102, no later than **30 April 18, 1630 MT.** Upon receipt of this request, ARPC Force Development Team (ARPC/DPAF) will cancel the member's application.

1.9. Course Withdrawal Procedures. Withdrawal from an EDEB selected course should be the exception, not the rule. Applicants must make every effort to ensure they are able to attend in anticipation of selection to courses for which they apply. Failure to coordinate personal and/or civilian employment obligations in advance does not constitute an automatic withdrawal without prejudice. Selects may request withdrawal without prejudice for humanitarian, personal hardship, and operational purposes through ARPC/DPAF. All other withdrawal requests will be with prejudice. At a minimum, withdrawal requests must route through the member's respective chain of command, as defined in Table 1, and submitted to ARPC/DPAF NLT 60 days prior to course start date. The package will be forwarded to HQ AFRC/A1KO for coordination and a determination of with, or without, prejudice to include if the member can compete for EDEB courses in the future will be made. Members who withdraw *with prejudice* may be excluded from applying for EDEB courses in the future. Furthermore, if an applicant is identified as an alternate and subsequently accepts a vacancy, the same withdrawal procedures apply.

2. Application Process. Applicants must submit a completed nomination package via their appropriate chain of command, using the routing in Table 1. Completed applications must be routed and endorsed by the Rater, Additional Rater, Command Chief/Group Superintendent and/or RIO Detachment Superintendent or Command Chief as applicable (See Table 1 for routing) to meet the ARPC suspense: **9 April 2018, NLT 1630 MT**. It is imperative that potential applicants pay particular attention to the eligibility criteria outlined in Paragraph 1. Incomplete/partial-applications will be returned to the member outlining corrective actions necessary, if applicable, provided the application deadline has not passed. **Late applications will not be accepted.**

    2.1. Course Selection. Each applicant may identify more than one course option. Courses should be selected in order of preference using the numbers in the drop down menus next to each course listed on the application.

        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 Attachment 2 for prerequisites.

    2.2. Board Packages. Along with the application, the board will also consider/review each applicant's Enlisted Performance Reports (EPRs), Reserve Development Plan (R-DP), Development Team (DT) vectors/recommendations, Decorations, Academic Education, Deployments, Assignment History, and projected Date of Rank (DOR). **Each applicant is responsible for ensuring his/her records reflect current information prior to the application deadline.**

        2.2.1. EPRs. The board will review the applicant's last three EPRs. Applicants must ensure their EPRs are current and in the Personnel Records Display Application (PRDA) *prior* to the application deadline. Members can locate their EPRs in PRDA on AFPC Secure by accessing the AF Portal. If the applicant needs assistance, contact the TFSC at 1-800-525-0102. *Draft EPRs will not be accepted or reviewed by the board.*

            R-DP. The board uses this additional tool to gain insight into the applicant's near-term, mid-term, and long-term goals. Current and previous vectors will be considered when applications are reviewed. An applicant's R-EDP *does not* have to be "DT Ready" to be viewed by the board. Exception: CMSgts/SMSgts who did not meet the CY18 Command E8/E9 DT Board will be disqualified from competing (IAW Paragraph 1.4).

        2.2.2. DT Vectors. The board members will have career field DT vectors and results available for review during the EDEB. Board members will focus on DT recommendations for professional development, status on the Key Personnel List (KPL) and Development Education (DE) endorsements.

2.2.3. Decorations. All updated MilPDS decorations will be listed, but each applicant's two most recent citations will be reviewed by the board. This information is accessible in vMPF for viewing as well as in PRDA.

2.2.4. Academic Education. The board reviews the member's education, to include academic specialty. CCAF is **mandatory** for all SNCOs. Senior Enlisted Joint PME (SEJPME I or Legacy) is a pre-requisite for some courses. Also, completion of Enlisted PME (i.e. NCOA and SNCOA) commensurate with rank is **mandatory**.

2.2.5. Deployment. If the applicant has deployment time that is not reflected on an EPR or Decoration, it is recommended that it be included in the comments of the application for consideration by the board.

2.2.6. Assignment History. This reflects the applicant's last 10 duty assignments, including Duty AFSC. Usually, this mirrors the applicant's EPRs. This information is accessible in vMPF for review by the member.

2.2.7. Projected DOR. Applicants with a projected date of rank in MilPDS are eligible to apply for courses above their current grade. *If the projected grade is not reflected in the personnel system of record (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 have pinned on the new rank prior to the class start date as appropriate. Log into the vMPF to determine your projected DOR. For further assistance, contact the CSS, MPS, RIO Detachment or TFSC at 1-800-525-0102.

2.2.8. Applicant Records. Applicants must ensure their records are current, and updated in 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 records 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. 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.

2.2.9. Records Update. If the applicant needs assistance, contact the TFSC at 1-800-525-0102.

3. Roles and Responsibilities and Instructions for Routing Applications in vPC. The guidance below addresses each role in the EDEB 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 their 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 Additional Rater.

Applicant comments are mandatory. Comments should include applicant's desire to attend a specific course and the return on investment 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 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 "Enlisted Developmental Education Board (EDEB)" 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 Paragraph 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
- 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 EDEB 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 EDEB that just appeared in the entries returned box
- Scroll down to "Coordination Actions", this is where the current status of the application is displayed

Contact ARPC/DPAF, 1-800-525-0102, for questions or concerns on coordination.

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 assessment of the member 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 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 rater's applicant pool (example "My #1/5 applicants for NATO Orientation").

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.

    3.2.1. Rater Coordination Steps in vPC
- Access the member's application by logging on to vPC Dashboard and selecting the "Worklist" tab
- Double click on the EDEB 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.):
  - Type in Length of Supervision (number of years/months)
  - Mark appropriate answer for: "Consider this member an appropriate candidate for school(s) desired." (Yes/No)
  - Complete Rater Justification section
  - Complete your personal information:
    - Rank/Name
    - Signature/Duty Title
    - Phone/Unit
- In the "Next Coordination" block, select the Additional Rater role from the drop down-down menu
- Click Submit to route the application to the 2nd Level Quality Review IAW Table 1

3.3. Additional Rater. The additional rater's role is to validate and ensure the information on the submitted application is complete. If the application is not complete, the additional rater should return it to the applicant for corrections. Once the application is completed, the additional rater will then add their appropriate comments in the additional rater section.

Additional Rater comments are mandatory. Comments should include the Additional Rater's assessment of the member as an appropriate candidate for the selected school(s) and how the Additional 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 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 additional rater's applicant pool (example "My #1/5 applicants for NATO Orientation).

    3.3.1. Additional Rater Coordination Steps in vPC
- Access the member's application by logging on to vPC Dashboard and selecting the "Worklist" tab
- Double click on the EDEB 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.):
  - Mark appropriate answer for: "Consider this member an appropriate candidate for school(s) desired." (Yes/No).
  - Complete Additional Rater Justification section
  - Complete your personal information:
    - Rank/Name
    - Signature/Duty Title
    - Phone/Unit
- In the "Next Coordination" block, select the MPS, return to Rater or applicant role from the drop-down menu as applicable
- Click Submit to route the application to the 3rd Level Quality Review IAW Table 1

3.4. 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 Paragraph 1. Attachment 3, Application Review Checklist, serves as an aid to conduct quality checks on each application prior to forwarding to the final coordination level per 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 Group Superintendent or Wing CCC or Equivalent IAW Table 1.

  3.4.1. 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 EDEB Applicant to open individual application record
- Review applicant's eligibility information and school choices
   - Refer to the Application Review Checklist (Attachment 3) to assist with reviewing applications
- Review Rater/Additional Rater 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: Group Superintendent/Command Chief from the drop-down
   - Click on the "Select Account" button
   - Type in the Last and First Name (Group Superintendent/Command Chief or Equivalent identified on member's application)
   - Click Search
   - Highlight the Group Superintendent or Command Chief's name
   - Click Select
- Click Submit to route the application to the fourth level of routing (e.g. Group Superintendent or Command Chief) IAW Table 1.

3.5. Group Superintendent/Command Chiefs. This role reviews the application and provides final endorsement for each applicant before submitting to ARPC. Per Table 1, the Group Superintendent or Wing Command Chief 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 (MAJCOM, AFRC, HAF, Combatant Command) will route their applications to AFRC/CCC as the final endorser. NAF applicants will route to NAF/CCC as the final endorser.

  3.5.1. Group Superintendent/Command Chiefs Coordination Steps
- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the EDEB Applicant to open an individual application record
- Review applicant's school choices and justification
- Review Rater and Additional Rater's recommendation in the "Previous Coordination" box

- Make recommendations by filling out the required fields in the "Your Coordination" section (Do not use the "Coordination Remarks" block):
  - Select Do/Do Not Support members 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

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

All EDEB courses are centrally funded as Reserve Personnel Appropriation (RPA) for AFR traditional reservists and IMAs selected to attend in military status. Air Reserve Technicians (ARTs) who attend in civilian status will be funded by unit O&M. Unit O&M funds will also be used to fund travel and per diem of selected AFR Active Guard Reserve (AGR) members. After central funding has been allocated, member must have their respective units (PM for IMAs) request for orders by normal methods. ARPC **is not** the POC for training allocations or funding issues; school selects need to work with their respective Finance Managers (FMs), orders clerks, or FSS to accomplish their school tour orders. AFRC/A1KO is the overall POC for all training allocations and funding matters.

5. **Points of Contact.** Questions concerning your EDEB application should be directed to your respective chain of command to include Unit Training Managers, Wing Training Office, MPS, or RIO Detachments or by contacting ARPC. If further clarification is required, call the Total Force Service Center at 1-800-525-0102.

Table 1. Routing Sequence for Applications:

ROUTING SEQUENCE BY MEMBER STATUS AND COORDINATED ROLE					
ROUTING SEQUENCE	**1st Level** **Rater Coordination**	**2nd Level** **Additional Rater Coordination**	**3rd Level** **Quality Review** **vPC Roles: "MPS Management", "NAF/CSS", "MAJCOM A1", or "RIO Detachment"**	**4th Level** **Group Supt or WG/CCC Coordination**	**Final Level**
SQ/GP/WG Level TR/AGR/ART	Rater	SQ, GP, or WG Commander[1]	MPS Management[2]	Group Supt[5] or Wg/CCC	HQ ARPC
IMA (All Organizations)	Rater	Additional Rater[1]	RIO Detachment[3]	RIO/CEM, ARPC/CCC[6]	HQ ARPC
HQ RIO AGR/IMA	Rater	Additional Rater or HQ RIO/CC	CSS	ARPC/CCC	HQ ARPC
RIO Detachment AGR/IMA	Rater	RIO/CEM	CSS	ARPC/CCC	HQ ARPC
HQ ARPC AGR/IMA	Rater	Director level[1]	CSS	ARPC/CCC	HQ ARPC
NAF TR/AGR/ART	Rater	Director level[1]	CSS	NAF/CCC[4]	HQ ARPC
AF/RE, HAF, ARC, Combatant Command & Other DOD agencies TR/AGR/ART	Rater	Director level[1]	MAJCOM/A1[3]	AFRC/CCC	HQ ARPC

Notes:
1. Rater and Additional Rater may be the same.
2. The use of the "MPS Management" role in vPC includes MPS, CSS & FSS Education and Training personnel who will execute the Quality Review (3rd Level) Coordination on all EDEB applications.
3. 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.
4. NAF/CCC coordination is only required on applications for members who are assigned to a NAF staff position.
5. Group Supt are only approved to sign applications if they are Direct Reporting Unit (DRU) to the NAF/Command.
6. E8/E9 IMAs will submit their applications to the ARPC/CCC for the fourth level of coordination.

Table 2. Routing Timeline for Applications:

SUGGESTED ROUTING FOR APPLICANT, COORDINATORS, AND REVIEW ROLE				
ROUTING TIMELINE	**1st Level Rater Coordination**	**2nd Level Additional Rater Review**	**3rd Level Quality Review**	**4th Level Group Supt or WG/CCC Coordination**
	16 Feb 18	4 Mar 18	18 Mar 18	30 Mar 18

Course Descriptions
Enlisted Professional Development Courses

Course	Description	Requirements	Start Dates/ Length / Location	Course Quotas
Reserve Component National Security Course (RCNSC)	The RCNSC is designed to lay a foundation for students moving on to joint command management and staff responsibilities in a multinational, intergovernmental, or joint national security setting. The curriculum consists of lectures, panel discussions, seminars, on-site visits and a simulation exercise dealing with national security policy and defense resource management. http://rcnsc.dodlive.mil	SMSgt and CMSgt Note: 1, 2 **Prerequisite: Completion of SEJPME Legacy, I or II**	Dates: TBD Length: 2 Weeks Location: Washington D.C.	Primary: 15 Alternate: 15
International SNCO Development Course (INLEAD)	SNCO Leadership Course held as a part of the training process within 'International Air Reserve Symposium' (IARS). This course is in line with development of leadership skills for SNCOs focusing on the international environment and will subsequently enhance the participants' cultural awareness. Upon completion of the course, the participants will further develop appropriate leadership skills in an international environment, exchange leadership experiences in an international setting, and gain insight into schedule of leadership training of the Swiss Armed Forces. No Link available.	MSgt and SMSgt	Dates: Summer 2019 Length: 6 Days Location: TBD	Primary: 4 Alternate: 4
Reserve Enlisted Legislative Fellowship	The Air Force Legislative Fellowship offers instruction and hands-on experience on Capitol Hill through education and development activities consisting of: an intensive orientation of Congress; a full-time assignment to the staff of a member, committee, or support agency of Congress in Washington D.C.; and periodic seminars throughout the fellowship. The program also provides an outstanding opportunity to write and develop research for potential legislation issues of immediate or ongoing concern for the Air Force and the nation. The enlisted fellow will develop an enhanced perspective of the legislative process on a wide range of issues and will work under the auspices of HQ SAF/LL throughout the AF Legislative Fellowship cycle. This is a 54-month commitment including six months of academic courses, one year on Capitol Hill, and a 36-month post-Fellowship active duty service commitment (full-time AGR status). ADSC commitment tour will likely be in the National Capitol Region. No link available.	SMSgt Note: 1, 2, 3 **Prerequisite: Completion of SEJPME Legacy, I or II & Bachelors degree**	Date: 30 Jun 2019 Length: TBD Location: TBD	Primary: 1 Alternate: 1

1. SEJPME Legacy (version prior to April 2015), SEJPME I or SEJPME II. Applicants who have not completed SEJPME may still apply for this course.
2. If selected, SEJPME requirement must be completed 30 days prior to the class start date.
3. SMSgt with less than 22 years of TIS (as of 1 Jul 2019) TS/SCI security clearance must be obtained prior to class start date

Sister Service Schools

Course	Description	Requirements	Start Dates/ Length / Location	Course Quotas
Navy Senior Enlisted Academy	The Navy Senior Enlisted Academy (NAVSEA) provides senior enlisted leaders education in communication skills, leadership and management, national security affairs, Navy programs, and physical fitness. The 10-week SEA Course is comprised of 7-weeks Distance Learning (DL) followed by 3-weeks of in-residence education in Newport, RI. There is one non-academic week between the two phases, making the course 11-weeks from start to finish. Important note: Personnel reporting to the Academy must meet minimum U.S. Navy Physical Readiness Program standards as described in OPNAVINST 6110.1, (series). During In-Residence check-in, the staff will conduct a Body Composition Assessment (BCA). The Academy will disenroll all students who fail to meet the Navy's minimum body composition. https://www.usnwc.edu/Student-Information/Senior-Enlisted-Academy-Students	MSgt and SMSgt Note: 1, 2 **Prerequisite: Completion of SEJPME I or SEJPME (Legacy) completed prior to April 2015**	Dates: TBD Length: 77 Days (start to finish) Location: Newport, RI	Primary: 4 Alternate: 8
Marine Corps Staff NCO Academy Advanced Course	The Advanced Course provides students with the knowledge and skills necessary to assume leadership roles of greater responsibility. Instruction places emphasis on leadership development and warfighting skills. Students of the Advanced Course will conduct physical training a minimum of 3 hours a week. https://www.usmcu.edu/epme	MSgt only Note: 1, 2	Date: TBD Length: 51 Days Location: Quantico, VA Camp Pendleton, CA Camp Lejeune, NC	Primary: 4 Alternate: 4
Coast Guard Chief Petty Officer Academy	The transition from E-6 to E-7 is the most critical in the enlisted career. The CPO Academy experience has been carefully designed to provide students with the skills, knowledge and attitude to make this transition as smoothly and effectively as possible. Our graduates are ready to become backbones of the enlisted workforce. Students complete work as individuals and groups, in classrooms and in the field. Major themes include: Professionalism; Self-Awareness; Leadership; Communications; Strategic Thinking; Education and Lifelong Learning; Health and Wellness; and Community Service. http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Petaluma/Training/CPOA	MSgt only Note: 1, 2	Dates: TBD Length: 25 Days Location: Petaluma, CA	Primary: 6 Alternate: 8

1. If selected, SEJPME requirement must be completed 30 days prior to the class start date.
2. In addition to having a current and passing fitness assessment, nominees for sister service academies must meet the individual school's requirements. Furthermore, the last test must be at least 80 percent and the last three tests must all have passing scores.

NATO Courses

Course	Description	Requirements	Start Dates/ Length /	Course Quotas
NATO SNCO Orientation Course M5-33	The NATO SNCO Orientation Course provides a foundation of knowledge of NATO, including structure, policies and operations, as well as current issues affecting the Alliance, to NATO and Partner Nation non-commissioned officers and civilian equivalents. http://www.natoschool.nato.int	TSgt thru CMSgt	Dates: TBD Length: 1 Week Location: Oberammergau, Germany	Primary: 6 Alternate: 6
NATO NCO Intermediate Leadership Course M1-82	NATO NCO Intermediate Leadership Course provides in-depth knowledge to E6s and E7s of intermediate leadership skills, management abilities and knowledge of NATO including; structures, policies, operations and current issues affecting the Alliance, enabling NCOs to effectively apply these skills in the international setting. http://www.natoschool.nato.int	TSgt and MSgt Note: 1	Dates: TBD Length: 2 Weeks Location: Oberammergau, Germany	Primary: 4 Alternate: 4
NATO NCO Advanced Leadership Course M1-95	The NATO NCO Advanced Leadership Course provides in-depth knowledge of advanced leadership skills, management abilities, and knowledge of NATO, enabling E8s and E9s to effectively apply these skills in international settings. http://www.natoschool.nato.int	SMSgt and CMSgt Note: 1	Dates: TBD Length: 2 Weeks Location: Oberammergau, Germany	Primary: 4 Alternate: 4

1. NATO SNCO Orientation Course M5-33 is not a prerequisite for this course.

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

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 updated in MilPDS at time of application close out)

3. Coordination:

    ☐ Is Applicant section complete to include applicant's justification?
    ☐ Is Rater section complete to include Rater's comments and indication of support?
    ☐ Is Additional Rater (SQ,GP, or Wing CCC or equiv) section complete to include comments/indication of support?
    NOTE: For clarity and brevity purposes it's recommended that applicant's justification and Rater/Additional Rater's comments are composed into clear and concise bullet statements. This is not a mandatory requirement.

4. Has applicant included all applicable attachments?

    ☐ AFFMS II history report showing current *and* passing Fitness Assessment (***PDF format only***)
    ☐ Waiver if applicable

5. Course Eligibility Requirements/Prerequisites: See course descriptions for specifics and Paragraph 2.1.2. for prerequisites for DE courses.
    ☐ Reserve Component National Security Course (RCNSC): Completion of SEJPME Legacy, I or II
    ☐ Reserve Enlisted Legislative Fellowship: Completion of SEJPME Legacy, I or II & Bachelor's degree
    ☐ Navy Senior Enlisted Academy: Completion of SEJPME I or SEJPME (Legacy) completed prior to April 2015

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

- Current Unfavorable Information File (UIF)
- CMSgts/SMSgts who did not meet the CY18 Command E8/E9 DT Board
- SNCOs who have not been awarded Community College of the Air Force (CCAF) degree
- SNCOs who have not completed the SNCO

Attachment 4
Waiver Request Letter Template
(INSERT OFFICIAL LETTERHEAD)

DATE

MEMORANDUM FOR EDEB 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 EDEB 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 additional rater)

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

ADDITIONAL RATER SIGNATURE BLOCK
Duty Title