

**2010 AIR FORCE RESERVE
DEVELOPMENTAL EDUCATION DESIGNATION BOARD (RDEDB)
INVITATION TO APPLY FOR IN-RESIDENCE
INTERMEDIATE DEVELOPMENTAL EDUCATION (IDE)
AND SENIOR DEVELOPMENTAL EDUCATION (SDE)
ACADEMIC YEAR (AY) 2011-2012**

1. THE AIR FORCE RESERVE DEVELOPMENTAL EDUCATION DESIGNATION BOARD WILL CONVENE AT HQ AIR RESERVE PERSONNEL CENTER, DENVER, COLORADO, DURING NOVEMBER 2010 TO SELECT AF RESERVE OFFICERS TO ATTEND IN-RESIDENCE DEVELOPMENTAL EDUCATION (DE) SCHOOLS IN AY 2011/12. MEMBERS MEETING THE ESTABLISHED CRITERIA ARE ENCOURAGED TO APPLY. APPLICATION INSTRUCTIONS CAN BE FOUND ON THE ARPC WEB SITE:

[HTTP://WWW.ARPC.AFRC.AF.MIL/LIBRARY/FACTSHEETS/FACTSHEET.ASP?ID=8604](http://www.arpc.afrc.af.mil/library/factsheets/factsheet.asp?id=8604)

1.1. IDE COURSE SELECTION – ADVANCED SCHOOL OF AIR MOBILITY (ASAM), AIR FORCE LEGISLATIVE FELLOWSHIP, AIR COMMAND & STAFF COLLEGE (ACSC), AND ARMY COMMAND & GENERAL STAFF COLLEGE, (AGCSC).

1.2. SDE COURSE SELECTION - AIR WAR COLLEGE (AWC), ARMY WAR COLLEGE (ARWC), NAVAL WAR COLLEGE (NWC), NATIONAL WAR COLLEGE (NAWC), INDUSTRIAL COLLEGE OF THE ARMED FORCES (ICAF), INTER-AMERICAN DEFENSE COLLEGE (IADC), JOINT ADVANCED WARFIGHTING SCHOOL (JAWS), HARVARD NATIONAL SECURITY FELLOWSHIP, AND SECDEF CORPORATE FELLOWSHIP.

1.2.1. SDE NOMINATION – APPLICANTS WHO ARE QUALIFIED TO BE NOMINATED TO THE INTER-AMERICAN DEFENSE COLLEGE (IADC) MUST BE CONFIRMED BY J5 IF SELECTED BY THE RDEDB.

2. CANDIDATES COMPETE FOR ALL DE PROGRAMS FOR WHICH THEY ARE ELIGIBLE. SELECTED CANDIDATES' SCHOOL PREFERENCES AND EXPERIENCE, AS WELL AS NEEDS OF AFR, ARE CONSIDERED WHEN DETERMINING SCHOOL ASSIGNMENTS. CANDIDATES MUST ENSURE THEY PRIORITIZE ALL SCHOOLS AS THEY WILL BE CONSIDERED FOR ALL ELIGIBLE OPPORTUNITIES. SDE AND IDE CAVEAT: HARVARD FELLOWSHIP AND AF LEGISLATIVE FELLOWSHIP ARE OPTIONAL DUE TO 3-YEAR AGR FOLLOW-ON TOUR; IADC IS OPTIONAL DUE TO FOREIGN LANGUAGE REQUIREMENT.

3. UNDER THE RESERVE FORCE DEVELOPMENT CONSTRUCT, THE FUNCTIONAL COMMUNITY IS NOW DIRECTLY INVOLVED IN IDENTIFYING ITS TOP CANDIDATES FOR CONSIDERATION FOR IN-RESIDENCE OPPORTUNITIES. AFR DEVELOPMENT TEAMS, (UNDER THE GUIDANCE OF THEIR CAREER FIELD MANAGERS) HAVE BEEN IDENTIFYING THEIR TOP CANDIDATES FOR IDE/SDE OPPORTUNITIES. EACH DEVELOPMENT TEAM WILL ENCOURAGE THEIR TOP CANDIDATES TO CONSIDER APPLYING FOR IN-RESIDENCE IDE/SDE. IN ADDITION, THESE DEVELOPMENT TEAMS WILL ALSO PROVIDE THE LISTING OF THEIR TOP CANDIDATES TO THE RDEDB. PLEASE BE ADVISED THAT BEING IDENTIFIED BY DEVELOPMENT TEAMS AS A TOP CANDIDATE FOR IDE/SDE DOES NOT GUARANTEE SELECTION. CONVERSELY, NOT BEING IDENTIFIED BY A DEVELOPMENT TEAM DOES NOT DISQUALIFY ANY MEMBER FROM APPLYING FOR IN-RESIDENCE IDE/SDE. TO ASSIST THE DEVELOPMENT TEAMS, MILITARY OFFICERS ARE ASKED TO BUILD/UPDATE THEIR RESERVE OFFICER DEVELOPMENT PLAN (R-ODP) IDENTIFYING THEIR CAREER GOALS WITH SPECIAL EMPHASIS ON THEIR DESIRE/AVAILABILITY FOR IN-RESIDENCE DEVELOPMENTAL EDUCATION. RESERVE OFFICERS CAN LOCATE THE AFR R-ODP AT: [HTTPS://ARPC.AFRC.AF.MIL/VPC-GR/RESERVEODP.ASP](https://arpc.afrc.af.mil/vpc-gr/reserveodp.asp)

4. THE ARPC RDEDB WEB SITE HAS LINKS TO ALL DE SCHOOL WEB SITES. INSTRUCTIONS, CRITERIA AND DEADLINES TO SUBMIT PACKAGES ARE LOCATED ON THE ARPC WEB SITE: [HTTP://WWW.ARPC.AFRC.AF.MIL/LIBRARY/FACTSHEETS/FACTSHEET.ASP?ID=8604](http://www.arpc.afrc.af.mil/library/factsheets/factsheet.asp?id=8604) SEE ADDITIONAL REQUIREMENTS FOR THE FELLOWSHIPS AND IADC. USE DEADLINES, CHECKLIST AND PROCESSING GUIDANCE ON THIS SITE IN LIEU OF AFI 36-2254 V2 GUIDANCE ON THE SAME.

5. HQ ARPC/DPASE MUST RECEIVE ALL NOMINATION PACKAGES BY **4 OCTOBER 2010**. NOTE: PROGRAM MANAGERS, WING TRAINING OFFICES AND NAFS MAY HAVE A SOONER SUSPENSE DATE TO FACILITATE REVIEW AND COLLECTIVE SENIOR RATER RACK AND STACK. SUBMIT PACKAGES ONLY THROUGH VPC-GR. NO HARD, FAXED OR SCANNED PACKAGES WILL BE ACCEPTED. APPLICANT'S MAY CHECK STATUS OF PACKAGE ON VPC-GR DASHBOARD, WORKLIST, "SUBMITTED BY ME" FILTER. FOR APPLICATION RELATED QUESTIONS, PLEASE CONSULT WITH WING TRAINING OFFICES OR PROGRAM MANAGERS, RESPECTIVELY OR CALL THE AIR RESERVE PERSONNEL CENTER AT 1-800-525-0102.

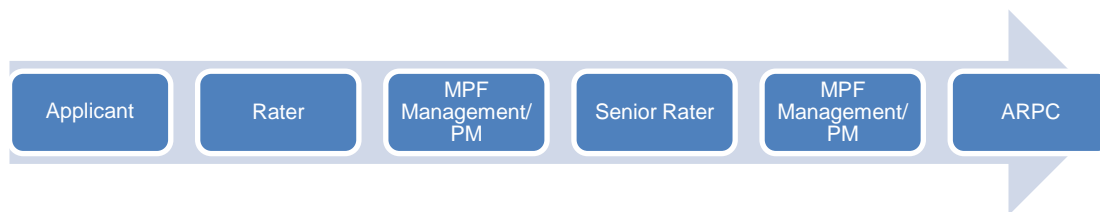
5.1 AGR, TR, AND ART MEMBERS – SENIOR RATER ENDORSED PACKAGES WILL BE SUBMITTED THROUGH THEIR MPF, NAF/A1 OR OTHER SERVICING ELEMENT, AS APPROPRIATE, WHO WILL CONDUCT THE QUALITY CHECK ENSURING PACKAGES ARE COMPLETE. NAFS AND MPFS WILL SUBMIT COMPLETED PACKAGES THROUGH VPC-GR TO HQ ARPC/DPASE - NO PACKAGES WILL BE ACCEPTED DIRECTLY FROM THE MEMBER; PACKAGES WILL BE RETURNED TO MEMBER WITHOUT ACTION.

5.2 IMAS – SENIOR RATER ENDORSED PACKAGES WILL BE SUBMITTED VIA RMG PROGRAM MANAGERS WHO WILL CONDUCT THE QUALITY CHECK ENSURING PACKAGES ARE COMPLETE. PROGRAM MANAGERS WILL SUBMIT COMPLETED PACKAGES THROUGH VPC-GR TO HQ ARPC/DPASE - NO PACKAGES WILL BE ACCEPTED DIRECTLY FROM THE MEMBER; PACKAGES WILL BE RETURNED TO MEMBER WITHOUT ACTION.

5.3. FOR SPECIFIC QUESTIONS REGARDING APPLICATION: HQ AGRS: AF/A1A (CAPT TIMOTHY MARTIN) DSN 497-0791 478 327-0791, UNIT MEMBERS (ART, TR, UNIT AGR): HQ AFRC/A1K (MSGT MICHAEL JACKSON) DSN; 497-0232, COMM 478-327-0232 AND FOR IMA'S: HQ RMG/DPMT (MSGT RYAN PHIPPS), DSN; 497-0608, COMM 478-327-0608.

APPLICATION INSTRUCTIONS

Application is “role-based” and will flow properly using the following instructions. If you should require “other coordination” outside of Applicant→Rater→MPF Management/PM→Senior Rater→MPF Management/PM or ARPC, you must use “Individual vPC-GR” accounts to do so PRIOR to the MPF Management/PM coordination.



Ideal application flow:

1. **APPLICANT** logs on to vPC-GR→ Dashboard→ Action Requests→ selects RDEDB
 - a. Fill out application indicating school preferences using numerical values, i.e. 1 = 1st choice, 2= 2nd choice,...completing justification, including necessary attachments, etc.
 - b. Input name of applicant’s Rater, using Select Account radio button/vPC-GR search tool to populate rater’s name
 - c. Submit application; application flows to rater
2. **RATER** logs on to vPC-GR → Dashboard →Worklist →double-click application
 - a. Scroll to bottom of page, past applicant information and previous coordination’s, under “*Your Coordination*,” answer supervision timeframe, consider (yes/no) the officer an appropriate candidate, inputs justification, , etc. Do not use the table of “*Return Remarks*” unless you’re returning the application to the applicant.
 - b. Input name of applicant’s **Senior Rater (Wing CC or equivalent for O4 and O4 select applicants and first General Officer for O5 & O6 applicants)** using Select Account radio button/vPC-GR search tool; Senior Rater’s name populates
 - c. Add attachments if needed
 - d. Under “*Next Coordination*” select **role** of: “**MPF Management**” (if unit assigned/AGR) or “**RMG Program Manager**” (if IMA). Do not use “Individual vPC-GR account” unless the application requires additional routing throughout your organization.
 - e. Submit application; application flows to MPF Management (Unit/AGR)/RMG Program Manager (IMA’s).
3. **MPF MANAGEMENT/RMG PROGRAM MANAGER** logs on to vPC-GR → Dashboard→ Worklist →double-click application
 - a. Scroll to bottom of page, past applicant information and previous coordination’s; under “*Your Coordination*”, conduct quality screening of application ensuring all required attachments are present, member meets eligibility requirements and proper coordinations have been completed. Enter your coordination comments into the “Comments” table. Do not use the table of “*Return Remarks*” unless you’re returning the application to the applicant.
 - b. Under “*Next Coordination*” select **role** of: “**Senior Rater**”. Do not use “Individual vPC-GR account” unless the application requires additional routing throughout your organization.
 - c. Submit application; application flows to the applicant’s Senior Rater.
4. **SENIOR RATER** logs on to vPC-GR → Dashboard→Worklist →double-click application
 - a. Scroll to bottom of page, past applicant information and previous coordination’s; under “*Your Coordination*”, answer the two senior rater questions, input your justification (how can the AF benefit from members attendance at school-return on investment, whole person concept) and

after school recommendation push comment. Input the appropriate rack and stack quantification comparing the applicant to that of their peers who are also applying for the same board. Do not use the table of “*Return Remarks*” unless you’re returning the application to the previous coordinator.

- b. Add attachments if needed
- c. Under “*Next Coordination*” select **role** of “***MPF Management***” (if unit assigned/AGR), “***RMG Program Manager***” (if IMA) or **ARPC**. Do not use “Individual vPC-GR account” unless the application requires additional routing throughout your organization.
- d. Submit application; application flows back MPF Management (if unit/AGR), RMG Program Manager (if IMA) or ARPC for final screening and processing.

5. MPF MANAGEMENT/RMG PROGRAM MANAGER (if applicable)

- a. Conduct final review of application ensuring all required attachments are present, member meets eligibility requirements and proper coordinations have been completed
- b. Submit application to ARPC for processing