

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER



ARPCM 11-21
30 June 2011

MEMORANDUM FOR NAFs, FSS, RMG, A1s, and ENLISTED APPLICANTS

FROM: HQ ARPC/DPTFB
6760 E. Irvington Place
Denver, CO 80280-2020

SUBJECT: CY12 Senior Enlisted Developmental Education Board (SEDEB) Convening Notice and Invitation to Apply Instructions; **SUSPENSE: 5 October 2011**

1. The CY12 Senior Enlisted Developmental Education Board (SEDEB) will convene 31 October - 4 November 2011 at Headquarters, Air Reserve Personnel Center (ARPC), Denver, Colo. In order to be considered by this board, all applications must comply with the instructions outlined in this memorandum. Applications must be submitted NLT **midnight, 5 October 2011**.
2. The SEDEB convenes 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 which includes depth/breadth of military experience/responsibilities, *potential* for a specific follow-on assignment that capitalizes on the member's attendance at a specified course, and professional qualities such as demonstrated leadership, academic and Developmental Education (DE) achievements. The SEDEB process complements the Air Force Reserve (AFR) force development construct by aligning best qualified applicants with selected courses. All school board selections will be based on the needs of the AFR.
3. **Application Process:** Applicants must submit completed nomination package via chain of command, using attached application. Completed applications must be routed and endorsed by Rater, Additional Rater, Program Manager (if IMA), and applicable Command Chief(s)/Group Superintendent. See Attachment 1 for *Routing Sequence* and Attachment 4, *Application Instructions*.
4. **Course Selection:** If identifying more than one course option, select courses in order of preference. Pay particular attention to courses that are rank specific in order to ensure basic eligibility requirements are met, see Attachment 3, *Available Courses*. Applications not meeting basic eligibility requirements will not go forward for board consideration, see Attachment 2, *Eligibility Criteria*.
5. **Funding:** SEDEB courses are centrally funded as Reserve Personnel Appropriation (RPA) for Traditional Reservists, IMAs, and PIRR. Air Reserve Technicians (ARTs), attending in

civilian status, and Active Guard Reserve (AGR) members will be funded by unit O&M. After central funding has been allocated, member must have their respective units (PM for IMAs/PIRRs) request orders by normal methods. ARPC *IS NOT* the POC for funding issues; school selects need to work with their respective Finance Managers (FMs) or FSS to accomplish their orders.

6. **Application Deadlines:** HQ ARPC/DPTF is the final authority on the application process. All applications for the CY12 SEDEB are due by **midnight, 5 October 2011**. Each NAF, RMG, FSS, or PM/UTM is encouraged to establish an internal suspense for their respective applicants which allows for sufficient time for quality control and still meet the ARPC suspense. This suspense will be strictly enforced; therefore, any application not submitted in its entirety by the deadline will not be accepted nor considered by the CY12 SEDEB.

7. **Personnel Records:** It is the responsibility of the applicant to ensure the accuracy of their personnel record and any updates needed must be made **prior** to submission of the application. See Attachment 6, *Record Update Information*, to assist you in contacting the appropriate office for corrections to your record. You may also contact The Total Force Service Center-Denver at 800-525-0102.

8. **Waivers:** Airmen requesting eligibility waivers must submit a letter of justification with their application that is properly endorsed by their Rater and Additional Rater. The SEDEB board will evaluate all waiver requests. Final decision rests with the Board President. See Attachment 5, *Sample Waiver Letter*. Failure to submit a required waiver will render the package incomplete and not board eligible.

9. Questions concerning the SEDEB application process should be directed to respective UTM/Program Managers first and then to ARPC/DPTFB at 800-525-0102 if further clarification is required. **Again, ARPC must receive all CY12 SEDEB application packages NLT midnight, 5 October 2011.**

//SIGNED/saw/30 Jun 11//
SUSAN A. WHEATLEY, Maj, USAF
Chief, Force Development Operations

Attachments:

1. Routing Sequence
2. Eligibility Criteria
3. Available Courses
4. Application Instructions
5. Sample Waiver Letter
6. Record Update Information

Attachment 1

ROUTING SEQUENCE

ROUTING SEQUENCE	1 ST LEVEL	2 ND LEVEL	3 RD LEVEL	4 TH LEVEL	FINAL LEVEL
Traditional Unit AGR Unit ART	Rater	Additional Rater ¹	Wing CCC or Group Supt	NAF/CCC	HQ ARPC/DPTF
IMA	Rater	Additional Rater ¹	Program Manager	RMG/CCC	HQ ARPC/DPTF
RMG AGR or AGR	Rater	Additional Rater ¹	N/A	RMG/CCC	HQ ARPC/DPTF
ARPC AGR or ART	Rater	Additional Rater ¹	N/A	HQ ARPC/CCC	HQ ARPC/DPTF
RE AGR or ART	Rater	Additional Rater ¹	N/A	RE/CCC	HQ ARPC/DPTF
AFRC AGR or ART	Rater	Additional Rater ¹	N/A	AFRC/CCC	HQ ARPC/DPTF

NOTE:

1. Rater and Additional Rater may be the same

Attachment 2

ELIGIBILITY CRITERIA

ELIGIBILITY	NOTE
Fitness	Must meet all fitness standards IAW AFI 10-248
Security Clearance	Must have Secret clearance. Qualified enlisted applicants lacking the required security clearance may apply for DE schools. If selected, they must obtain the proper security clearance prior to the class entry date.
Participation Summary/History	School boards look at last 5 years of participation. A waiver is required with an explanation for unsatisfactory years . See Attachment 5, <i>Sample Waiver Letter</i> .

Attachment 3

AVAILABLE COURSES

CHIEF MASTER SERGEANTS ONLY

COURSE	DESCRIPTION	LOCATION
Gettysburg Leadership Experience	<p>The Gettysburg Leadership Experience brings executives to the Civil War battlefield to learn timeless lessons on leadership. Through on-the-ground study of the leadership challenges facing commanders in the largest battle ever fought in North America, participants learn practical, usable lessons-about team building, morale and courage, dealing with ambiguity, effective communication, and the execution of strategic intent-that will benefit their organizations today.</p> <p>Our experienced team of leader-facilitators uses stories of key leadership moments to bring to life in vivid detail lessons of leadership in action. executives leave excited about their opportunities to be better leaders and armed with battle-tested tools they can use immediately. www.academyleadership</p>	Gettysburg, PA
Leadership Development Program	<p>This program is designed to enhance your leadership capabilities through extensive assessment, group discussions, self-reflection, small group activities and personal coaching. The first day centers on learning your behavioral strengths and weaknesses. The second day focuses on learning the unintended consequences of your behavior. The third day develops purposeful leadership behaviors. The fourth and fifth days are about building for the future: learning how to analyze and synthesize feedback, and putting learned lessons into practice. http://www.ccl.org/leadership/programs/LDPOverview.aspx?pageId=82</p>	Greensboro, NC San Diego, CA
Keystone	<p>Keystone will parallel the Capstone course for new O7s—the learning will be focused on “those that do.” During this course, participants will visit the Combatant Commands, Joint Task Forces and the senior leadership (both officer and enlisted) in the Washington, DC area to explore the relationships and challenges of operating in a joint environment. The course will cover the very special relationship between the Command Senior Enlisted Leader to a Joint Force Commander and the enlisted personnel from all the services operating under the Commander.</p> <p>The course also includes a 4-day Joint Operations Module (JOM) conducted by JFCOM at the Joint War Fighting Center in Suffolk, Va. The course also parallels the Capstone JOM but is tailored for the specific challenges of the enlisted leader. The Keystone JOM has been conducted twice as a stand-alone event.</p> <p>Prerequisites: SEJPME (on ADLS) plus read-aheads given prior to course attendance. http://www.ndu.edu/keystone</p>	Washington, DC

AVAILABLE COURSES

COURSE	DESCRIPTION	LOCATION
Chief Petty Officer Academy¹	http://www.uscg.mil/hq/cg1/TracenPetaluma/CPOA	Petaluma, CA
International SNCO Development Course (INLEAD)²	NCO Leadership Course held as a part of the training process within 'International Air Reserve Symposium' (IARS), the Swiss Air Force, represented by the Flight Training Command 31. This course is in line with development of leadership skills for NCO, 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.	Various locations in Europe
Marine Corps Staff NCO Academy Advanced Course²	http://www.mcu.usmc.mil/enlistedPME/default.aspx	Quantico, VA Camp Pendleton, CA Camp Lejeune, NC
NATO NCO Advanced Leadership Course³	The NATO NCO Advanced Leadership Course provides in-depth knowledge of intermediate leadership skills, management abilities and knowledge of NATO structure and policies as well as issues affecting the Alliance enabling them to effectively apply these skills in an international setting. Prerequisite: NATO SNCO Orientation Course https://www.natoschool.nato.int/academics.asp	Oberammergau, Germany
NATO NCO Intermediate Leadership Course⁴	NATO NCO Intermediate Leadership Course provides in-depth knowledge to E6s and E7s of intermediate leadership skills, management abilities and knowledge of NATO structure and policies as well as issues affecting the Alliance, enabling NCOs to effectively apply these skills in an international setting. https://www.natoschool.nato.int/academics.asp	Oberammergau, Germany
NATO SNCO Orientation Course⁵	The NATO SNCO Orientation Course provides in-depth knowledge of intermediate leadership skills, management abilities and knowledge of NATO structure and policies as well as issues affecting the Alliance to NATO, partner NCOs and civilian equivalents. https://www.natoschool.nato.int/academics.asp	Oberammergau, Germany
Reserve Component National Security Course (RCNSC)³	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. www.ndu.edu/jrac/	Washington, DC
Senior Enlisted Academy (Navy)⁶	http://www.usnwc.edu/Students/Senior-Enlisted-Academy.aspx	Newport, RI
US Army Sergeant Major³	https://usasma.bliss.army.mil/site/default.asp	Fort Bliss, TX

NOTES:

1. MSgt's only can apply
2. MSgt and SMSgt may apply
3. SMSgt and CMSgt may apply
4. TSgt and MSgt may apply
5. TSgt, MSgt, SMSgt and CMSgt may apply
6. SMSgt and SMSgt selects only may apply

Attachment 4

APPLICATION INSTRUCTIONS

APPLICANT INFORMATION	
First Name	Self-Explanatory
Middle Initial	Self-Explanatory
Last Name	Self-Explanatory
SSAN	Self-Explanatory
Rank	Self-Explanatory
Date of Rank	Self-Explanatory
Current Address	Self-Explanatory (Include City, State, and Zip Code)
Component	Self-Explanatory
Home Phone	Self-Explanatory
Business Phone	Self-Explanatory
Civilian Occupation	Self-Explanatory
E-mail Address	Enter E-mail address where you would prefer to be contacted
Unit/Detachment No NAF	Unit of assignment
Enlisted Professional Development	Refer to Invitation to Apply for course information. Rank in order of preference
Comments/Justification	Rationale for wanting to attend course(s) selected
Work Experience	Annotate any work experience relevant to school selection, leadership skills, etc (military and/or civilian)
Goals	Enter your career goals – near term (0-1 year); midterm (2-4 years); long term (5 years+)
STOP (DO NOT CLICK SUBMIT)	Save document and forward via e-mail to Rater.
Part II - Rater	
Length of Supervision	Self explanatory
Additional Rater	If Rater and Additional Rater is the same individual, check this box.
Consideration of Applicant	Self Explanatory
Comments	Rationale for concur/non-concur of applicant's request
Duty Title	Self Explanatory
Duty Phone	Self Explanatory
Typed Name and Grade	Self Explanatory
Unit	Self Explanatory

Signature	Self Explanatory (Once signed, the member is unable to make changes to this part of the application)
Date	Self Explanatory
STOP (DO NOT CLICK SUBMIT)	Save document and forward via e-mail to Additional Rater (If applicable).
Part III– Additional Rater	
Consideration of Applicant	Self Explanatory
Comments	Rationale for concur/non-concur of applicant’s request
Duty Title	Self Explanatory
Duty Phone	Self Explanatory
Typed Name and Grade	Self Explanatory
Unit	Self Explanatory
Signature	Self Explanatory (Once signed, the member is unable to make changes to this part of the application)
Date	Self Explanatory
STOP (DO NOT CLICK SUBMIT)	Save document and forward via e-mail to Wing CCC/Group Superintendent/Program Manager.
Part IV – Wing CCC/Group Superintendent/Program Manager	
Consideration of Applicant	Self Explanatory
Comments	Rationale for concur/non-concur of applicant’s request
Duty Title	Self Explanatory
Duty Phone	Self Explanatory
Typed Name and Grade	Self Explanatory
Unit	Self Explanatory
Signature	Self Explanatory (Once signed, the member is unable to make changes to this part of the application)
Date	Self Explanatory
STOP (DO NOT CLICK SUBMIT)	Save document and forward via e-mail to RS/NAF/RMG/ARPC/CCC or HQ AFRC/CCC (to include AF/RE)
Part V- RS/NAF/RMG/ARPC/CCC or HQ AFRC/CCC (To include AF/RE)	
Consideration of Applicant	Self Explanatory
Comments	Rationale for concur/non-concur of applicant’s request
Duty Title	Self Explanatory
Duty Phone	Self Explanatory
Typed Name and Grade	Self Explanatory
Unit	Self Explanatory
Signature	Self Explanatory (Once signed, the member is unable to make changes to this part of the application)
Date	Self Explanatory
STOP Application COMPLETE SUBMIT	Once completed, save and forward this application by clicking on the “SUBMIT FORM” button in the upper right corner of this form. This will route the application to ARPC for review and board actions.

Attachment 5

SAMPLE WAIVER LETTER

MEMORANDUM FOR SEDEB PRESIDENT

DATE

FROM:

SUBJECT:

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

SIGNATURE BLOCK

1st Ind, RATER

TO: ADDITIONAL RATER

Recommend Approval/Disapproval of (INSERT WAIVER TYPE HERE) waiver.

SIGNATURE BLOCK

2nd Ind, ADDITIONAL RATER

TO: SEDEB President

Approval/Disapproval of (INSERT WAIVER TYPE HERE) waiver.

SIGNATURE BLOCK

Attachment 6

RECORD UPDATE INFORMATION

What the Board Sees:	How Do I Get It Updated?
EPRs	Must be current (3 Most recent are reviewed by board). <i>It is the responsibility of the member to ensure their records are updated at ARPC.</i> Contact the Total Force Service Center-Denver at 800-525-0102
Decorations	Does member have recent decoration? If none within 3 years, member should be contacting chain of command for consideration of submission
Deployment History	Must be deployed 45 days or more to be noted on eSURF; if not, ensure Decorations/EPRs/R-EDP include deployment history
IMA Assignment Category	Reflects your current PAS code: Contact RMG for assistance. DSN: 497-2279 Comm: 478-327-2279
Assignment History	Reflects last 10 duty assignments, including Duty AFSC. Contact the Total Force Service Center-Denver at 800-525-0102 to review and update
Academic Education	<p>Must have an official transcript sent directly from the college or university to ARPC:</p> <p>NOTE: HQ ARPC is moving to Buckley, AFB on 30-31 Jul 2011</p> <p>If application submitted BEFORE 30 July 2011 send to: HQ ARPC/DPTTE 6760 . IRVINGTON PLACE DENVER CO 80280-4000</p> <p>If submitted AFTER 30 July 2011 send to: HQ ARPC/DPTTE 1842 E SILVER CREEK AVE AURORA CO 80011</p> <p>Contact the Total Force Service Center-Denver at 800-525-0102 to review and update</p>