



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 20-22
6 November 2020

MEMORANDUM FOR ALL AIR FORCE RESERVE OFFICERS IN RANKS 2D LT THRU COL

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

SUBJECT: Calendar Year (CY) 2021A RSSB Convening Notice and Invitation to Apply Information
ARPC SUSPENSE: 11 January 2021

1. The CY21A Air Force Reserve School Selection Board (RSSB) will convene 8-12 February 2021 at Headquarters Air Reserve Personnel Center, Buckley AFB, Colorado. In order to be considered by this board, it is imperative that all applicants and endorsers read and comply with the instructions outlined in Attachment 1.
ARPC suspense/deadline is 11 Jan 21, NLT 1630 MT. 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 additional raters should be familiar with the process for submitting applications for courses.

4. For questions relating to the RSSB process, please consult the attached application information first. Further questions can be addressed by calling the Total Force Service Center (TFSC) at 1-800-525-0102.

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KELLI B. SMILEY, Colonel, USAF
Commander

Attachments:

1. CY21A RSSB Application Instructions
2. Course Descriptions

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Attachment 1: CY21A Reserve School Selection Board (RSSB) Application Information

1. Application Process. Applicants must submit a nomination package through Virtual Personnel Center (vPC) by the application deadline (**11 January 2021, 1630 MT**). Access the application by logging into vPC, select the Action Request Tab, and click the RSSB link. **Incomplete and late applications will not be accepted.**

1.1. Eligibility

1.1.1. Fitness. Each applicant must have a current and passing fitness assessment upon submission of their application to their rater. The report must be obtained from the Air Force Fitness Management System II (AFFMS II) via the individual "Fitness Tracker" report and attached to the application in PDF format. The "I AM FIT" report **will not** be accepted.

1.1.2. Participation Summary. Applicants must have satisfactory participation for the last 5 years. Satisfactory participation is defined as a minimum of 50 points per year. Applicants with less than 5 years' time-in-service are exempt from this requirement, but must meet the 50 points for every year they served as an officer. Applicants not meeting this requirement must submit a waiver.

1.1.3. 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. The MSD requirement for each course can be found within Attachment 2, Course Descriptions.

1.1.4. Total Federal Commissioned Service Date (TFCSD). TFCSD includes all periods of federally recognized commissioned service, whether active or inactive duty. This is identified as the original date of commissioning. The TFCSD requirement for each course can be found within Attachment 2, Course Descriptions.

1.1.5. Time in Grade (TIG). Amount of time wearing current rank calculated from the officers Date of Rank (DOR). TIG requirements can be found within Attachment 2, Course Descriptions.

1.1.6. Voluntary Limited Period of Active Duty (VLPAD). Members serving on a VLPAD tour are eligible as long as they have an established tour end date and an approved/signed AF Form 1288 identifying a gain action to a SelRes position prior to course start date. The signed 1288 must be included as a PDF attached to the application in vPC.

1.1.7. Participating Individual Ready Reserve (PIRR). Members are eligible to apply; however, if selected, members will attend in a points only status and will not be reimbursed for travel and per diem.

1.2. Disqualifying Factors. Applicants are not eligible to apply if they have any of the following indicators.

1.2.1. Current Unfavorable Information File (UIF).

1.2.2. No passing/current Fitness Assessment.

1.2.3. Not meeting the prerequisites

1.2.4. Incomplete/improperly coordinated application.

1.3. Course Selection. Applicants may select multiple courses; however, do not select the same course more than once. Courses should be prioritized by specifying the course preference and attendance date. Course selection should be based on relevance to career path and professional goals.

1.4. Application Comments. Comments from the applicant and each endorser are mandatory. Comments must be clear, concise, and are limited to 1500 characters (bulleted format is acceptable).

1.4.1. Applicant. Justification should include desire to attend specific course(s) and address items such as potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment from course attendance.

1.4.2. Rater and Wg/CC (or equivalent). Comments should assess the member's potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment. It's recommended that raters provide stratification for members within the unit's applicant pool (ex. "My #1/5 Capt's nominated to attend a RSSB opportunity"). **Raters and Senior Raters should thoroughly vet applicants and evaluate course selection(s) to ensure members are applying for courses appropriate for their Core ID, rank, career path and developmental timeline.**

1.5. Application Withdrawal Procedures. Once an application is submitted to ARPC, applicants wishing to withdraw must submit a myPers incident or email ARPC at arpc.dpaf.rssb@us.af.mil.

1.6. Dual Board Consideration. If a member has 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 removed from consideration. If a member is currently enrolled in an IDE or SDE school tour, they can apply for RSSB courses that occur after their graduation date.

1.7. Waivers. Waivers must be submitted along with the application for any eligibility requirements not met. For a waiver template refer to myPers: <https://mypers.af.mil/app/categories/c/549/p/17>.

2. Board Process. Along with the vPC application, the board will review each applicant's Officer Performance Reports (OPRs), Reserve-Officer Development Plan (R-ODP), Development Team (DT) Vectors, Decorations, Academic Education, and Assignment History.

2.1. Records Update. Applicants must ensure their records are current prior to the application deadline. Members can verify their records in PRDA and/or vMPF. For assistance with record updates contact your local CSS/MPF or refer to myPers: https://mypers.af.mil/app/answers/detail/a_id/14763/kw/update%20decoration/p/18.

3. Funding. All RSSB courses are centrally funded as Reserve Personnel Appropriation (RPA) for AFR traditional reservists, IMAs and ARTs 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 funding issues; school selects need to work with their respective Finance Managers (FMs) or FSS to accomplish their school tour orders. AFRC/A1KB is the overall POC for all funding matters, they can be reached at afrc.a1ko@us.af.mil.

4. Points of Contact. Members should direct questions concerning RSSB applications to their respective chain of command before contacting ARPC. If further clarification is required, members should submit a myPers Incident or email ARPC Force Development team at arpc.dpaf.rssb@us.af.mil.

5. Reference. Navigate to the following links for access to a step-by-step "Instructions to Apply" video, Application User Guide, and FAQs at **ARPC**: <https://www.arpc.afrc.af.mil/force-development/> or **myPers**: <https://mypers.af.mil/app/categories/c/549/p/17>. For additional information see AFI's 36-2656 and 36-2670.

Table 1.1: CY21A RSSB Routing Sequence for Applications

ROUTING SEQUENCE	1st Level	2nd Level	Final Level
SQ/GP/WG Level	Rater	Wg/CC or Equivalent	ARPC
IMA	Rater	Directorate O-6 or Equivalent	ARPC
NAF	Rater	Directorate O-6 or Equivalent	ARPC
HQ ARPC	Rater	HQ ARPC/CC	ARPC
HQ RIO, RIO Detachment	Rater	HQ RIO/CC or Wg/CC	ARPC
HQ AFRC, HAF, AF/RE and Other DOD Agencies	Rater	Directorate O-6 or Equivalent	ARPC

Additional Routing Sequence Information:

1. Routing should closely emulate the evaluations routing chain.
2. If the Rater is also the Senior Rater (Wg CC or Equivalent), the 2nd Level of routing does not apply. Also, the Rater must select the “yes, he/she is also the Senior Rater” and follow the appropriate steps for Senior Rater role.
3. Wg/CCs 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.
4. NAF/CC coordination is only required on applications for members who are assigned to a NAF staff position.

Table 1.2: Routing Timeline for Applications

SUGGESTED ROUTING FOR APPLICANT, COORDINATORS, AND REVIEW ROLE			
ROUTING TIMELINE	1st Level	2nd Level	Submitted to ARPC
	27 Nov	18 Dec	NLT 11 Jan 21

Attachment 2: CY21A RSSB Course Descriptions

Table 2.1: CY21A RSSB - Developmental Education (DE) Courses

Course	Description	Eligibility Requirements	Start Dates / Length / Location
Squadron Officer School (SOS) *Quotas: Primary: 54 Alternate: 24	<ul style="list-style-type: none"> • Develops solution-minded, bold and courageous Airmen ready to overcome today's and tomorrow's challenges • The course is structured around four primary areas (1) leadership, (2) building highly-effective teams, (3) logical and ethical reasoning in decision making, and (4) multi-domain joint warfare • Students will engage in classroom and hands-on application events that will challenge their individual leadership awareness, foster innovative thinking, provide effective methods for conflict resolution, and collaboratively solve problems <p>SOS Mission: <i>"Educate Air Force Captains to think, communicate, cooperate, and lead in the joint environment."</i></p> <p>Course Information: https://www.airuniversity.af.edu/SOS/</p>	Rank: O-3 O-3 selects must pin-on prior to class start MSD: Min 18-month retainability upon course completion TFCSD: Capt - less than 11 yrs *as of course start date	Dates: 7 Jun – 9 Jul 21 2 Aug – 2 Sep 21 27 Sep – 29 Oct 21 Length: 6.5 weeks Location: Maxwell AFB, AL

Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>Air Command and Staff College (Seminar)</p> <p>*Quotas: Primary: 12 Alternate: 5</p>	<ul style="list-style-type: none"> • Air Force Reserve O-4/O-4 selects have the opportunity to “jump start” their Air Command & Staff College (ACSC) distance learning (DL) professional military education during the Air Reserve Component Seminar (ARCS). ACSC ARCS is a blended-learning program which accomplishes a significant portion of the ACSC DL courseware during a two-week executive seminar at Air University • ARCS offers an in-resident experience for Air Reserve Component officers that cannot forgo the time nor opportunity to attend a resident PME program. ACSC ARCS provides an enriched learning environment that executes key segments of the DL courseware with a combination of seminars, guest lectures and exercises facilitated by resident Air University academic and military faculty • ACSC ARCS participants follow the ACSC version 7.0 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 <p><u>Course Pre-Requisites:</u></p> <ul style="list-style-type: none"> • Students MUST be enrolled in ACSC DL 7.0 and complete the courses listed below BEFORE ATTENDING ACSC ARCS. • DL students that have advanced beyond the pre-requisite courses, or have completed ACSC DL, or the ACSC <i>Online Masters Program (OLMP)</i> are NOT ELIGIBLE to attend ARCS • ACSC DL v7.0 registration is done by enrolling/registering via the AU Portal and setting up an AU ASU Canvas following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: https://www.airuniversity.af.edu/eSchool/ACSC/Eligibility/ <p>• <u>Prerequisites:</u></p> <ul style="list-style-type: none"> - ORN 601S - GSS 601S - LDR 601S - LRD 602A - ISS 601S - WAR 601S - ISS 602S <p>• <u>ARCS In-residence Course:</u></p> <ul style="list-style-type: none"> - AIR-601S - AIR-602S - JNT-601S <p>Course Information: http://www.airuniversity.af.mil/eSchool/ACSC/</p>	<p>Rank: O-4</p> <p>O-4 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Maj – less than 18 yrs</p> <p>*as of course start date</p>	<p>Dates: 7 Jun – 18 Jun 21</p> <p>Length: 2 weeks/In-Res</p> <p>Location: Maxwell AFB, AL</p>

Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>Air War College-(Seminar)</p> <p>*Quotas: Primary: 14 Alternate: 5</p>	<ul style="list-style-type: none"> • Air Force Reserve O-5/O-5 selects have the opportunity to “jump start” their Air War College (AWC) distance learning (DL) professional military education during the Air Reserve Component Seminar (ARCS). AWC ARCS is a blended-learning program which accomplishes a significant portion of the AWC DL courseware during a two-week executive seminar at Air University • ARCS offers an in-resident experience for Air Reserve Component officers that cannot forgo the time nor opportunity to attend a resident PME program. AWC ARCS provides an enriched learning environment that executes key segments of the DL courseware with a combination of seminars, guest lectures and exercises facilitated by resident Air University academic and military faculty • AWC ARCS participants follow the AWC version 19.0 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 <p><u>Course Pre-Requisites:</u></p> <ul style="list-style-type: none"> • Students MUST be enrolled in AWC DL 19.0 and complete the courses listed below BEFORE ATTENDING AWC ARCS. • DL students that have advanced beyond the pre-requisite courses or have completed AWC DL are NOT ELIGIBLE to attend ARCS • AWC DL v19.0 registration is done by enrolling/registering via the AU Portal and setting up an AU ASU Canvas account following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: https://www.airuniversity.af.edu/eSchool/AWC/Eligibility/ <p>• <u>Prerequisites:</u></p> <ul style="list-style-type: none"> - ORN 701S - LDR 710S - LDR 711S - LDR 712A <p>• <u>ARCS In-residence Course:</u></p> <ul style="list-style-type: none"> - ISS 700S - SPC 700S - AIR 700S <p>Course Information: http://www.airuniversity.af.mil/eSchool/AWC/</p>	<p>Rank: O-5</p> <p>O-5 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Lt Col – less than 26 yrs</p> <p>*as of course start date</p>	<p>Dates: 31 May – 11 Jun 21</p> <p>Length: 2 weeks/In-Res</p> <p>Location: Maxwell AFB, AL</p>

Table 2.2: CY21A RSSB - Officer Professional Development (OPD)

Course	Description	Eligibility Requirements	Start Dates / Length / Location
Leadership Today and Tomorrow (LTT) *Quotas: Primary: 25 Alternate: 5	<ul style="list-style-type: none"> 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. 	Rank: O-3 thru O-4 TIG: O-3 must have min of 3yrs O-4 must have less than 3yrs MSD: Min 18-month retainability upon course completion TFCSD: Capt – less than 11 yrs Maj – less than 18 yrs *as of course start date	Dates: 9 – 13 Aug 21 Length: 5 days Location: Robins AFB, GA
Course	Description	Eligibility Requirements	Start Dates / Length / Location
International Junior Officer Leadership Development (IJOLD) *Quotas: Primary: 5 Alternate: 4	<ul style="list-style-type: none"> 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>Course Information: http://international-airreserve.com/leadership-development/ijold/index.html</p>	Rank: O-3 O-3 selects must pin-on prior to class start MSD: Min 18-month retainability upon course completion TFCSD: Capt – less than 11 yrs *as of course start date	Dates: *TBD/Aug 21 Length: 7 days Location: United Kingdom

Table 2.3: CY21A RSSB - Joint Courses

Course	Description	Eligibility Requirements	Start Dates / Length / Location
Canadian Forces Staff College *Quotas: Primary: 2 Alternate: 4	<ul style="list-style-type: none"> • 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 • CSP-DL is a 2-year, DL course with brief residential periods in Toronto, Canada • 2-week summer on-site session completes each academic year • If you have completed any modules of this course via correspondence then you are ineligible to apply • Must provide certificate of completion of prerequisite course <p>*Pre-requisite: Must complete IDE first DOES NOT grant IDE credit</p> <p>Course Information: http://www.cfc.forces.gc.ca/378-eng.html</p>	<p>Rank: O-4</p> <p>O-4 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Maj – less than 18 yrs</p> <p>*as of course start date</p>	<p>Dates: Overall Range: 16 Aug 21 thru *TBD Jun 23</p> <p>In-Res Dates: 4 – 16 Jul 22</p> <p>Jun 23 – *TBD Jun 23</p> <p>Length: 2 FYs/2CYs</p> <p>Location: Toronto, Canada</p>
Course	Description	Eligibility Requirements	Start Dates / Length / Location
Marine Corps Command and Staff College *Quotas: Primary: 2 Alternate: 4	<ul style="list-style-type: none"> • Educates and trains joint, multinational, and interagency professionals to produce skilled, warfighting leaders able to overcome diverse, 21st century security challenges • Initial in-residence period of 5 weeks and final residence period of 6 weeks • If you have completed any modules of the Marine Corps Command and Staff College course via correspondence then you are ineligible to apply • Must provide certificate of completion of prerequisite course <p>*Pre-requisite: Must complete IDE first DOES NOT grant IDE credit</p> <p>Course Information: https://www.usmcu.edu/CSC/</p>	<p>Rank: O-4</p> <p>O-4 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Maj – less than 18 yrs</p> <p>*as of course start date</p>	<p>Dates: Overall Range: Jun 21 thru Jun 22</p> <p>In-Res Dates: Jun – Jul 21 (5 weeks)</p> <p>Apr – Jun 22 (6 weeks)</p> <p>Length: 1FY/2CYs</p> <p>Location: Quantico, VA</p>

Course	Description	Eligibility Requirements	Start Dates / Length / Location
Reserve Component National Security Course (RCNSC) *Quotas: Primary: 6 Alternate: 5	<ul style="list-style-type: none"> Foundation for officers moving to joint command management and staff responsibilities in a multinational, intergovernmental, or joint nation security setting Curriculum consists of lectures, panel discussions, seminars, on-site visits, and simulation exercises dealing with national security policy and defense resource management <p>Course Information: http://rcnsc.dodlive.mil/</p>	Rank: O-5 thru O-6 O-5 selects must pin-on prior to class start date MSD: Min 3-year retainability upon course completion TFCSD: Lt Col – less than 26 yrs Col – less than 26 yrs *as of course start date	Dates: 19 – 30 Jul 21 Length: 2 weeks Location: Washington DC
Course	Description	Eligibility Requirements	Start Dates / Length / Location
NATO Reserve Forces Integration Course (RFIC) *Quotas: Primary: 0 Alternate: 4	<ul style="list-style-type: none"> Instills in students an understanding of the various roles, missions, and doctrines of Reserve Forces throughout the Alliance 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) <p>Course Information: https://www.natoschool.nato.int/Academics</p>	Rank: O-4 thru O-6 O-4 selects must pin-on prior to class start date MSD: Min 3-year retainability upon course completion TFCSD: Maj – less than 18 yrs Lt Col – less than 26 yrs Col – less than 26 yrs *as of course start date	Dates: 26 – 30 Apr 21 Length: 5 days Location: Oberammergau, Germany

Course	Description	Eligibility Requirements	Start Dates / Length / Location
NATO Senior Officer Policy Course (SOPC) *Quotas: Primary: 0 Alternate: 4	<ul style="list-style-type: none"> Provides Senior NATO personnel with an evaluation of NATO's current and future security environment (NATO course # N5-31) Applicants selected to attend are required to obtain a NATO Secret Security Clearance prior to attending the course <p>Course Information: https://www.natoschool.nato.int/Academics</p>	Rank: O-6 O-6 selects must pin-on prior to class start date MSD: Min 3-year retainability upon course completion TFCSD: Col – less than 26 yrs *as of course start date	Dates: 6 – 10 Sep 21 Length: 5 days Location: Oberammergau, Germany
Course	Description	Eligibility Requirements	Start Dates / Length / Location
NATO Senior Reserve Officer Course (SROC) *Quotas: Primary: 0 Alternate: 4	<ul style="list-style-type: none"> 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) Select is required to obtain an NATO Secret Security Clearance prior to attending the course <p>Course Information: https://www.natoschool.nato.int/Academics</p>	Rank: O-6 O-6 selects must pin-on prior to class start date MSD: Min 3-year retainability upon course completion TFCSD: Col – less than 26 yrs *as of course start date	Dates: 6 – 10 Sep 21 Length: 5 days Location: Oberammergau, Germany