



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER**

ARPCM 21-01
29 January 2021

MEMORANDUM FOR ALL AIR FORCE RESERVE ENLISTED IN RANKS TSGT THRU CMSGT

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

SUBJECT: CY22 Enlisted Developmental Education Board Convening Notice and Invitation to Apply Information
ARPC SUSPENSE: 19 April 2021, NLT 1630 MST

1. The Calendar year (CY) 2022 Air Force Reserve Enlisted Developmental Education Board (EDEB) will convene 24-28 May 2021 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 and endorsers read and comply with the instructions outlined in Attachment 1. **Late applications will not be accepted.**

2. The intent of the EDEB is 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, and additional raters should be familiar with the process for submitting applications for courses.

4. For questions relating to the EDEB process, please consult the attached application information first. Further questions can be addressed by submitting a myPers ticket or email to arpc.dpaf.edeb@us.af.mil.

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KELLI B. SMILEY, Colonel, USAF
Commander

Attachments:

1. CY22 EDEB Application Instructions
2. Course Descriptions

Table of Contents

Attachment 1: CY22 Enlisted Developmental Education Board (EDEB) Application Information

1. Application Process

1.1. Eligibility 2

1.2. Disqualifying Factors 2

1.3. Course Selection..... 2

1.4. Application Comments..... 2

1.5. Application Withdrawal Procedure 3

1.6. Waivers 3

2. Board Process 3

2.1. Record Update..... 3

3. Funding 3

4. Points of Contact 3

5. Reference 3

Table 1.1: Routing Sequence for Applications 4

Table 1.2: Routing Timeline for Applications 4

Attachment 2: CY22 EDEB Course Descriptions

Table 2.1: Enlisted Professional Development Courses 5

Table 2.2: Sister Service Schools 6

Table 2.3: NATO Courses 7

Attachment 1: CY22 Enlisted Developmental Education Board (EDEB) Application Information

1. Application Process. Applicants must submit a nomination package through Virtual Personnel Center (vPC) by the application deadline (**19 April 2021, 1630 MT**). Access the application by logging into vPC, select the Action Request Tab, and then click on the 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. Applicants not meeting this requirement must submit a waiver.

1.1.3. High Year Tenure (HYT). Applicant's HYT must not be before **1 November 2024** for all courses.

1.1.4. Voluntary Limited Period 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.

1.1.5. Participation 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. SNCOs who have not completed an Associate's Degree from a regionally or nationally accredited institution.

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 order of preference. 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 (bullet 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 Additional Rater. Comments should assess the member's potential for academic success and touch on items such as potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment. **Raters and Additional should thoroughly vet applicants and evaluate course selection(s) to ensure members are applying for courses appropriate for their rank, career path and developmental timeline.**

1.4.3. Group Superintendent/Command Chiefs. Provides final endorsement for each applicant and stratification for specified schools from within the applicant pool (example "My #1/5 applicants for NATO Orientation").

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

1.6. 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/p/18/c/549/p/18/c/549>.

2. Board Process. Along with the vPC application, the board will review each applicant's Enlisted Performance Reports (EPRs), Reserve-Enlisted Development Plan (R-EDP), 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 EDEB 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 EDEB 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.edeb@us.af.mil.

5. References. 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/18>. For additional information see AFI's 36-2656 and 36-2670.

Table 1.1: EDEB Routing Sequence for Applications

ROUTING SEQUENCE₁	<u>1st Level</u> Rater	<u>2nd Level</u> Additional Rater	<u>3rd Level</u> Final Approval	<u>Final Level</u> Completion
SQ/GP/WG Level	Rater	Additional Rater	Wg/CCC or Group Supt	HQ ARPC
NAF	Rater	Additional Rater	NAF/CCC or Group Supt	HQ ARPC
IMA	Rater	Additional Rater	WG/CCC or RIO/CCC ₂	HQ ARPC
HQ RIO, RIO Detachment	Rater	Additional Rater	RIO/CCC ₂	HQ ARPC
HQ ARPC	Rater	Additional Rater	ARPC/CCC ₂	HQ ARPC
AFRC, HAF, AF/RE	Rater	Additional Rater	AFRC/CCC ₂	HQ ARPC

Notes:

1. Routing should closely emulate the evaluations routing chain.
2. Coordinators must choose the applicable name assigned to these roles
 - a. AFRC/CCC—CMSgt Timothy White
 - b. ARPC/CCC—CMSgt Billie Baber
 - c. RIO/CCC—CMSgt Stacy Wilfong

Table 1.2: Routing Timeline for Applications

SUGGESTED ROUTING FOR APPLICANT, COORDINATORS, AND REVIEW ROLE				
ROUTING TIMELINE	<u>1st Level</u> Rater	<u>2nd Level</u> Additional Rater	<u>3rd Level</u> Final Approver	<u>4th Level</u> ARPC
	15 Feb 21	5 Mar 21	22 Mar 21	NLT 19 Apr 21

Attachment 2: CY22 EDEB Course Descriptions

Table 2.1: CY22 EDEB Enlisted Professional Development Courses

Course	Description	Requirements	Start Dates / Length / Location	Course Quotas
Reserve Component National Security Course (RCNSC)	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.	SMSgt and CMSgt HYT: 1 Nov 2024 Notes: 1, 2	Dates: TBD – 2022 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 the leadership training of the Swiss Armed Forces.	MSgt and SMSgt HYT: 1 Nov 2024 Note: 2	Dates: Summer 2022 Length: 6 Days Location: TBD	Primary: 4 Alternate: 6
Reserve Enlisted Legislative Fellowship	The Air Force Reserve Enlisted 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.	SMSgt w/ less than 22 yrs TIS (as of 1 Jul 2022) HYT: 1 Nov 2024 Note: 1, 2, 3, 4	Dates: June or July 2022 Length: 54 Months Location: NCR	Primary: 1 Alternate: 2

Notes:

1. Applicants who have not completed SEJPME may still apply. If selected, **SEJPME I or II must be completed 30 days prior to the class start date.**
2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.
3. Applicants must obtain a TS/SCI security clearance prior to class start date.
4. Applicants must have completed an undergraduate degree.

Table 2.2: CY22 EDEB 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 HYT: 1 Nov 2024 Notes: 1, 2, 3, 4	Dates: TBD - 2022 Length: 77 Days (start to finish) Location: Newport, RI	Primary: 3 Alternate: 3
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/ceme/courses/advanced/	MSgt only HYT: 1 Nov 2024 Notes: 1, 2, 3, 4	Dates: TBD – 2022 Length: 51 Days Locations: Quantico, VA Camp Pendleton, CA Camp Lejeune, NC	Primary: 3 Alternate: 3
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 and knowledge 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. https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Petaluma/Training/CPOA/	MSgt only HYT: 1 Nov 2024 Notes: 1, 2, 3, 4	Dates: TBD – 2022 Length: 25 Days Location: Petaluma, CA	Primary: 4 Alternate: 4

Notes:

1. Applicants who have not completed SEJPME may still apply. If selected, **SEJPME I or II must be completed 30 days prior to the class start date.**
2. Applicants cannot have previously completed AFSNCOA, in-residence or by correspondence.
3. Applicants **must** have scored at least 80 percent on their last fitness test and the last three tests must be Excellent, Satisfactory, or Passing.
4. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.

Table 2.3: CY22 EDEB NATO Courses

Course	Description	Requirements	Start Dates / Length / Location	Course Quotas
NATO NCO Orientation Course M5-33	The NATO NCO 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 noncommissioned officers and civilian equivalents. http://www.natoschool.nato.int	TSgt thru CMSgt HYT: 1 Nov 2024 Note: 2	Dates: TBD – 2022 Length: 1 Week Location: Oberammergu, Germany	Primary: 6 Alternate: 10
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 HYT: 1 Nov 2024 Notes: 1, 2	Dates: TBD – 2022 Length: 2 weeks Location: Oberammergu, Germany	Primary: 3 Alternate: 8
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 HYT: 1 Nov 2024 Notes: 1, 2	Dates: TBD – 2022 Length: 2 Weeks Location: Oberammergu, Germany	Primary: 3 Alternate: 8

Notes:

1. NATO NCO Orientation Course M5-33 is not a prerequisite for this course.
2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.

Course	Description	Requirements	Start Dates / Length / Location	Course Quotas
Military Reserve Exchange Program (MREP)	<p>Provides participants with training opportunities broadening their professional development and increasing knowledge of other Reserve forces; serve in Germany, UK, Denmark or Estonia for 2 weeks. This program provides unique training/working alongside counterparts to gain a better understanding of the host country reserve program, equipment, training concepts and procedures. Additional info: AFI 36-2631</p> <p><u>Members placed on the MREP candidate selection roster will be notified if they have been selected to participate. Members will remain on the selection roster for 2-years. Not all members placed on the roster will attend as it's based on host nation requirements.</u></p> <p>MANDATORY DD FORM 3006 INFO: <u>The DD Form 3006 can be found inside of the EDEB vPC application under the attachments box to the right of the waiver link.</u></p> <ul style="list-style-type: none"> • Commander's signature recommending participation in the exchange program and certifying the member is worldwide deployable, is not on a medical profile, and successfully passed their Fitness Assessment is required by completing the DD Form 3006 and submitting it as part of the application package in vPC. • The Unit Commander is also validating that he/she may serve as the U.S. host unit, when applicable, for a British, Danish, Estonian, German, or other partner nation participant during the exchange period. The foreign exchange participant is responsible for lodging and food costs but the U.S. host will ensure the <i>availability</i> of transportation, lodging, and food as indicated in the appropriate partner nation memorandum of understanding. • Line 26 of the DD Form 3006 must respond to the following question: How do you feel your participation in the Exchange Program will enhance your unit's mission readiness and how will you use what you have learned once you return? Limit your response to block 26 only. • <u>Failure to submit a completed DD Form 3006 will disqualify a member from being selected for MREP.</u> <p>Please contact the program manager for any questions: Lt Col Holly Cirelli Email: holly.cirelli@us.af.mil</p>	<p>SSgt thru SMSgt</p> <p>HYT: 1 Nov 2024</p> <p>Notes: 1, 2</p>	<p>Dates: Apr – Sept 2022</p> <p>Length: Two weeks</p> <p>Location: Germany, United Kingdom, Denmark, Estonia</p> <p>*Determination of dates and location is based upon the needs of the host nation</p>	<p>Candidate Selection Roster: 4 quotas</p>

Notes:

1. Members selected for MREP may also be selected for an additional EDEB opportunity since MREP participation is not a guarantee.
2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.