

This message originally appeared in the November 2014 edition of [the Readiness Report](#)

ALCON,

The AFRC Professional Development Center is accepting applications for members interested in becoming facilitators. This cadre will be responsible for facilitating and instructing the Senior NCO Leadership Course and the NCO Leadership Development Course. This is a centrally funded program.

Facilitator Requirements

- Rank: TSgt - CMSgt
- Education: Must have a CCAF degree
- Must have a minimum of two years retainability from time of selection
- Must have military or civilian supervisory experience
- Prior military or civilian facilitator and/or instructor experience preferred

Package Requirements

- Cover letter*
- Endorsement memo* from member's rater and/or director and RIO/CCC (At a minimum, the endorsement from the rater must state the member meets requirements of AFI 36-2903, Dress and Personal Appearance, and, if selected, will be allowed to perform TDYs 4-6 days in length based on availability.)
- A resume* including both military and civilian education, training and qualifications highlighting supervisory and leadership experience (No more than 2 pages)
- Copy of the last three EPRs
- Copy of current Fitness Test score
- A 30-second video (.WMV file format) introducing yourself and explaining your desire to be a facilitator
- Full length 8 1/2 X 11 inch official photo in service dress uniform

*Use the Tongue and Quill AFH 33-337, 1 August 2004

Register your intent to apply on the PDC's SharePoint site:

<https://afrc.eim.us.af.mil/sites/A1/PDC/facilitatorapp/SitePages/Home.aspx>.

Registrants will receive an email 1-2 duty days after intent is accepted, providing a link to an established "by name folder" where the nomination package will be uploaded.

Important dates to remember

- 31 December 2014 - Deadline for receipt of nomination packages
- 15 January 2015 - Selection board meets
- 1 February 2015 - Reporting instructions emailed to selectees
- 2-6 March 2015 - Facilitator Course, Robins AFB, GA

If you have questions contact SMSgt Stephen Hoyt at stephen.hoyt@us.af.mil, Comm: 478-327-0269 or SMSgt Martin Walker at martin.walker.1@us.af.mil, Comm: 478-327-0737.

JAMES S. PERRON, CMSgt, USAF

11-Dec-14

Group Supt, HQ Individual Reservist Readiness and Integration Organization

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