

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **Enlisted Force Development for the Air Force Reserve**



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- **What is Force Development**
- **Reserve Enlisted Development Plan (R-EDP)**
- **Board Descriptions:**
  - **Functional Development Teams**
  - **Command E-8/E-9 Development Team**
  - **Stripes for Exceptional Performers (STEP II)**
  - **Command Chief Masters Sergeant Screening Board (CCM)**
- **Key Personnel List (KPL)**
- **Check your records**
- **Enlisted Developmental Education Board (EDEB)**
- **Links/Contact information**



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## ***What is Force Development?***

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**Optional process for you as an individual reservist to receive Reserve specific guidance and mentoring from senior reserve leaders of your career field**

- **Career Development through scoring and vectoring such as Education and Training opportunities**



- ***R-EDP is critical for Developmental Teams and School Boards***
  - Member's tool to communicate military, civilian, and personal career goals, accomplishments, life events, and experience
  - Located within vPC through the My Personnel System (MyPERS)
  - Must be current (within 12 months) and coordinated by established suspense dates



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# Instructions on completing and coordinating the R-EDP

## Dashboard

Role Filter: All [Role Filter Help](#)

## First time to entering a R-EDP

[myPers Home Page](#)

Overview | **Action Requests** | My Roles / Delegations

To Do List

Displays the number of requests by type that are pending your review and action.

☒ Send me a daily email when I have pending coordination actions

Total Pending Requests		1	
Awards and Decorations	0	Non-Paid Points (Guard)	0
DD214 Correction (DD215)	0	Retirements (Guard and Reserve)	0
Evaluations	0	Separations (Guard)	0
Airman Development Plans (Guard and Reserve)		1	
AGR Review Board		0	
Reserve Developmental Education Designation Board (RDEDB)		0	
Reserve School Selection Board (RSSB)		0	

Messages

Displays the number of unread messages you have by message type.

Total Unread Messages		1
Personal	0	
Role Assignment	0	
Delegation	0	
Action Request	1	

If First time entering a R-EDP, click on the “Action Requests” tab

## Force Development

Dashboard

Role Filter: All [Role Filter Help](#)

[myPers Home Page](#)

Overview | Worklist | **Action Requests** | My Roles / Delegations

ACTIVE DUTY AF | AIR RESERVE | AIR NATIONAL GUARD

Online Services Component Default: Air Reserve [Action Requests Help](#)

**Documents I've Requested**

[Track Previous Support Requests](#)

Need further assistance with a request not listed on this page?

[Create a New Support Request](#)

**My Records (updates and corrections)**

- [Request Personal Data Updates](#)
- [Update Civilian Employment Information \(CEI\)](#)
- [Update DEDPS Information](#)
- [Request Duty History Changes or Corrections](#)
- [Update Missing Awards and Decorations Order History](#)
- [Request Military Service Date Changes and/or Corrections](#)
- [Request Retirement Points Corrections](#)
- [Review your Electronic Officer Selection Record \(eOSR\)](#)
- [Request Correction to my DD Form 214](#)

**My Official Military Personnel Record (view/request copy)**

- [View and Print Documents Online \(not domain required\)](#)
- [Request a copy of your Performance Report](#)
- [Request a 20 Year Letter \(reissue\)](#)
- [Request a Mortgage Letter](#)
- [Request a Reduced Retired Pay Eligibility Date](#)
- [Request a VA Home Loan Letter](#)
- [Request a copy of your Federal Award or Decoration](#)
- [Request a list of your current Federal Awards and Decorations](#)
- [Request your DD Form 214, Certificate of Release or Discharge](#)
- [Request Other Documents \(Select to view types and descriptions\)](#)
- [Request a copy of your DD Form 214 \(DD Form 214 Correction\)](#)
- [MPSU/PAO FOG Listing](#)

**Information Links**

- [Air Force Board for Correction of Military Records Guidance](#)
- [Total Force U.S. Citizenship Guidance](#)
- [TRICARE Reserve Select Information](#)

**Evaluations (Overview)**

- [MPS or CSS Initiate Officer or Enlisted Performance Report](#)
- [Aspet an Evaluation](#)
- [Request a Shell on a Member](#)
- [Submit a Letter of Evaluation \(AF Form 77\)](#)
- [Submit an Evaluation Training Report \(AF Form 475\)](#)

**Officer Promotions (Overview)**

- [Submit a Letter to the Promotion Board \(Officer\)](#)
- [Request a post-board Counseling \(Officer\)](#)
- [Accelerated and AGR Promotion Application](#)
- [Promotion Calculator](#)

**Federal Awards and Decorations (Overview)**

- [Nominate a Member for NSM, AFSA, AFAM, AFAM](#)
- [Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)
- [Combat Readiness Medal Certification](#)
- [Award or Revolve a Federal Award or Decoration](#)
- [Deny Air Reserve Forces Meritorious Service Medal \(ARFMMSM\)](#)

**Retirements (Overview)**

- [Apply for Retirement \(Reserve, AGR, Mandatory, Pay at Age 55\)](#)
- [Notification of Eligibility for Retired Pay/RCSP Package](#)
- [Partial Year Calculator](#)
- [Request information on my current RCSP/Retiree Election](#)
- [Request Assistance on Retired Pay Issues](#)
- [Reserve Retired Pay Calculator](#)
- [RCSP Calculator](#)
- [Reduced Retired Pay Age](#)

**Force Development (Officer Overview/Enlisted Overview)**

- [Reserve Developmental Education Designation Board \(RDEDB\)](#)
- [Reserve School Selection Board \(RSSB\)](#)
- [Reserve Developmental Education Board \(RDEB\)](#)
- [Reserve Enlisted Developmental Plan \(R-EDP\)](#)
- [AGR Review Board](#)
- [Reserve Retired Pay Continuation Worksheet](#)
- [Reserve Enlisted Developmental Education Board \(LDEB\)](#)

Select “Reserve Enlisted Development Plan (R-EDP)”



## ***Functional Development Teams***

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- **Functional Development Teams (DTs)**
  - **AFSC Specific**
  - **Panel Chair is the MAJCOM Functional Manager (MFM)**
  - **Held every two years**
  - **Normally MSgt – CMSgt (TSgt may be vectored only)**
    - **Determined by needs of career field**
  - **Eligible members scored and vectored**
  - **Functional Key Personnel List (KPL) determined**

***Management of experiences combined with education and training opportunities in order to strengthen the career field and develop Air Force leaders***



## *Functional DT Disqualifying Factors*

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- **Disqualifying Factors**
  - **Reserve Enlisted Development Plan (R-EDP)**
    - Not completed in past 12 months
  - **Approved Retirement**
    - Projected
  - **High Year Tenure (HYT)**
    - Within 24 months
  - **Unfavorable Information File (UIF)**
  - **Unsatisfactory participation**
    - 2 bad years in the past 3 years
  - **Community College of the Air Force (CCAF)**
    - E-8 and E-9 only



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## ***Command E8/E9 Development Team***

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- **Command E8/E9 Development Team**
  - **Conducted annually (in May)**
  - **R-EDP suspense: TBD**
  - **Panel Chair is the AFRC/CCC**
  - **Eligible members scored and vectored**
  - **Command Key Personnel List (KPL) determined**
  
- **Develop a pool of qualified candidates for strategic senior leadership positions within the Air Force Reserve**





## **Command E-8/E-9 Disqualifying Factors**

- **Disqualifying Factors**
  - **Reserve Enlisted Development Plan (R-EDP)**
    - **Must have both levels of coordination accomplished by R-EDP suspense date**
  - **Approved Retirement**
    - **Projected**
  - **High Year Tenure (HYT)**
    - **Within 24 months**
  - **Unfavorable Information File (UIF)**
  - **Unsatisfactory participation**
    - **2 bad years in the past 3 years**
  - **Community College of the Air Force (CCAF) Degree**



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## ***Stripes for Exceptional Performers (STEP II)***

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### **Stripes for Exceptional Performers (STEP II)**

- **Conducted annually (in July)**
  - **Nominations Due: TBD**
  - **Promotion to TSgt through CMSgt**
  - **Eligibility:**
    - **TR, ART, IMA, PIRR**
    - **Must meet all eligibility requirements in accordance with AFI 36-2502**
    - **Limited to one grade over authorized grade of the UMD position**
    - **Must be able to obtain 24 months retainability**
    - **Must have CCAF degree for consideration to SMSgt and CMSgt**
  - **Commander's program designed to promote outstanding and well deserving Air Force Reserve members**
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## **Command Chief Screening Board (CCM)**

### **CY19 Command Chief Screening (CCM) board**

- **Conducted annually (in December)**
- **Nominations Due: 6 November 2018**
- **Board President is the AFRC/CCC**
- **Eligibility:**
  - **AFR CMSgts only**
  - **Date of Rank 1 January 2018 or earlier**
  - **High Year of Tenure of 31 December 2020 or later**
  - **Must be world-wide qualified, no Assignment Limitation Code (ALC) C3, and not pending a Medical Evaluation board**
- **Identify eligible candidates for Command Chief opportunities within the AFR for CY19**



## ***Key Personnel List (KPL)***

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- The functional KPLs contain the top members in each AFSC reviewed by the DT
- The Command KPL contains the top E8s and E9s and is used to fill key and strategic positions
- KPLs are referenced when making other developmental and career management decisions
- MAJCOM Functional Managers (MFMs) maintain their respective functional KPLs
- AF/REG, the Senior Enlisted Management Office, maintains the E-8 and E-9 KPLs



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## ***R-EDP Completion Rates***

### **AFRC (E-7 – E-9) Completion Rates as of 3 Aug 2018**

Total Eligible	12,005	
DT Ready/DT Complete	2364	20%
In Coordination	408	3%
R-EDP Not Started	5812	48%
With Member	3271	27%
In Review	150	1%



## *Items to Check in Your Records*

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- If you have transferred from the ANG or a Sister Service, or have a break in service you may not have a sufficient amount of background documents for the DT panel to review. Annotate any missing information in your R-EDP
  - Refer to your Career Data Brief (CDB) in the Virtual Military Personnel Flight (vMPF) to check your records. All data for the DT Panel review is pulled from the Military Personnel Data System (MilPDS)  
<https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp>
  - EPRs – ensure the most current three are loaded and viewable in Automated Records Management System for Members (ARMS Member) or in the Personnel Records Display Application (PRDA); open them and ensure that they can be viewed and that they are yours. If you are missing an EPR, first try to locate it and get it updated as soon as possible through your local Personnel office  
<https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp>
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## *Items to Check in Your Records*

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- **PME** – Ensure all PME commensurate with your grade, whether in-resident or correspondence, is noted in your records. (NCOA, SNCOA, Chief Leadership or Orientation Course, Senior Enlisted Joint PME) Contact your local Education and Training Office to update
- **Degrees** – Ensure all of your academic degrees are listed – most importantly, your CCAF degree. Contact your local Education and Training Office to update
- **Duty History** – Check duty history and locations. Contact ARPC via telephone, e-mail, vPC, or myPers to correct erroneous data (Contact information can be found at the end of the slide presentation)



## *Items to Check in Your Records*

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- **Point Summary** – Ensure all points that you have earned have been credited correctly. Contact ARPC for corrections. (ARPC contact info is located at the end of the slide presentation)
- **Decorations** – DT panel reviews for a current (within last 3 years) decoration. (Achievement Medal, Commendation Medal, Meritorious Service Medal) Discuss with your supervisor to see if one is warranted. If your records are missing any decorations, Contact ARPC for corrections





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## ***Enlisted Force Development Communication***

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**AFRC FD SharePoint Site:**

**<https://cs3.eis.af.mil/sites/OO-DP-RC-02/default.aspx>**

**We have created a three part video series explaining the EFD program, how to fill out your R-EDP, and explaining the EDEB. All three videos are posted to the AFRC EFD YouTube Channel:**

**<https://www.youtube.com/channel/UCw6lXwcsx-9U-y9l2siNidA>**

**AFRC EFD Facebook page:**

**<https://www.facebook.com/pages/AFRC-Enlisted-Force-Development/256422484393317>**



- ARPC Force Development myPers
  - <https://gum-crm.csd.disa.mil/app/categories/p/16%2C18/c/549>
- AFRC Force Development SharePoint
  - <https://cs3.eis.af.mil/sites/00-DP-RC-02/default.aspx>
  - myPers (for access to vPC for the R-EDP)
  - <https://gum-crm.csd.disa.mil>
- AFRC Professional Development SharePoint
  - <https://afrc.eim.us.af.mil/sites/A1/PDC/SitePages/Home.aspx>
- Barnes Center AU Education Support Center
  - <http://www.aueducationsupport.com/ics/support/splash.asp>



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## ***Contact Information***

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**ARPC/DPAF**  
**Force Development**  
**DSN: 847-3404**  
**Email: [arpc.dpaf@us.af.mil](mailto:arpc.dpaf@us.af.mil)**



# Questions?

# ***United States Air Force Reserve***

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## **Enlisted Developmental Education**



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- **Purpose, Selection Audience, and Authority**
- **Records**
- **Eligibility Requirements & Disqualifying Factors**
- **Enlisted DE Opportunities**
- **CY19 EDEB Courses and Quotas**
- **Common Mistakes**
- **How to Ensure Applications Meet the Board**
- **Links**
- **Contact Information**
- **Questions**



# ***Purpose, Selection Audience, and Authority***

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## ■ **Purpose:**

- Selection of Air Force Reserve Enlisted members for Short and Limited-Resident courses for Developmental Education via and Enlisted Professional Developmental Courses, Sister Service Courses, and NATO Courses.

## ■ **Selection Audience:**

- Exceptionally well-qualified AFR enlisted members who have expressed their desire for leadership opportunities and who can provide return on investment for the AFR
- Eligibility requirements met as stated in the Invitation to Apply released for each school board

## ■ **Authority:**

- AFI 36-2254v2 Reserve Personnel Training
  - AFI 36-2301 Developmental Education
  - AFI 36-2640 Executing Total Force Development
  - AFRCI 36-2640 Executing Air Force Reserve Force Development
  - AFRC/CCC “Charge to the Board”
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- It is the *member's responsibility* to ensure their personnel records are current/correct prior to meeting a school board
- Data cut-off is 30 days *prior* to a school board
  - All records (performance reports, decorations, degrees, etc) must be part of official record to be considered by the board
  - Draft performance reports *will not* be accepted
- Members can work with ARPC to correct errors in records
  - Local Education and Training can update academic degrees
  - AU or base training office updates EPME
- Members can communicate items not shown in records on school application (deployments, enrollment in degree/EPME program with expected completion date)





# ***Eligibility Requirements & Disqualifying Factors***

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## **Eligibility Requirements**

- **Fitness**
- **Participation (waiverable)**
- **HYT (waiverable)**
- **\*PIRR members**

## **Disqualifying Factors**

- **Not current/passing on FA**
- **Current UIF**
- **CMSgts/SMsGts that did not meet the Command E8/E9 DT Board**
- **SNCOs without a CCAF degree**



## ***Enlisted DE Opportunities***

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### **EDEB:**

- Conducted annually (Every May)
  - Short and/or Limited-Resident courses (4-42 days)
    - Enlisted Professional Development Courses
    - Sister Service Courses
    - NATO Courses
  - Current Policy Guidance:
    - E-8/E-9 applicants must meet the Command E-8/E-9 DT to be eligible to meet EDEB
    - Applicants will not be selected for more than one course per board
  - Members *must* read, understand, and comply with eligibility requirements
  - Each school board has its own Invitation
    - released to the field upon initiation of each application cycle
    - intended to capture 3 UTAs prior to application cycle close-out
  - Applicants must initiate a new application each board (unlike the R-DP)
  - Applicants will not meet the board if they do not meet all eligibility requirements
    - Some requirements are waivable, but must be approved by school board president
-



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# ***CY19 EDEB Courses and Quota***

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## **Enlisted Professional Developmental Courses:**

- Reserve Component Nat'l Security Course (RCNSC): 15 (Alternate: 15)
- International SNCO Development Course (INLEAD): 4 (Alternate: 4)
- Enlisted Legislative Fellowship (ELF): 1 (Alternate: 1)

## **Sister Service Courses:**

- Navy Senior Enlisted Academy: 4 (Alternate: 8)
- Marine Corps Staff NCO Academy Advanced Course: 4 (Alternate: 4)
- Coast Guard Chief Petty Officer Academy: 6 (Alternate: 8)

## **NATO Courses:**

- NATO SNCO Orientation Course: 9 (Alternate: 6)
- NATO NCO Intermediate Course Leadership Course: 6 (Alternate: 4)
- NATO NCO Advanced Leadership Course: 6 (Alternate: 4)



## ***Common Mistakes***

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- **Reading the Invitation to Apply**
  - **Applicants selecting courses they are not eligible**
  - **Tracking application movement/status**
  - **Waiver(s)**
  - **Misrouting Applications**
    - **By Applicant, Rater, Additional Rater, MPS, or Group Supt/CCC**
  - **Missing Rater, Additional Rater and/or Group Supt/CCC Comments**
  - **Creating/routing applications to close to the c/o date**
  - **Waiting until application c/o to seek assistance**
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# ***How to Ensure Applications Meet the Board***

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- **Read the Invitation to Apply (Applicants and Raters)**
  - **It's the applicant's responsibility to monitor the status of the application from cradle to grave**
  - **Submit required waivers (if applicable)**
  - **Understand the Routing Sequence**
  - **Set internal suspense:**
    - **Suggest 1 month prior to the application c/o date**
  - **Prepare Raters, Additional Raters, & Group Supt/CCC to coordinate on applications**
  - **Last but not least, contact the Developmental Education Branch for assistance**
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- ARPC Force Development myPers
    - <https://gum-crm.csd.disa.mil/app/categories/p/16%2C18/c/549>
  - AFRC Force Development SharePoint
    - <https://cs3.eis.af.mil/sites/OO-DP-RC-02/default.aspx>
    - myPers (for access to vPC for the EDEB application)
    - <https://gum-crm.csd.disa.mil>
  - Senior Enlisted Joint PME
    - <https://jkodirect.jten.mil>
  - AFRC Professional Development SharePoint
    - <https://afrc.eim.us.af.mil/sites/A1/PDC/SitePages/Home.aspx>
  - Barnes Center AU Education Support Center
    - <http://www.aueducationsupport.com/ics/support/splash.asp>
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## ***Contact Information***

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**ARPC/DPAF**

**Developmental Education**

**DSN: 847-3403**

**Email: [arpc.dpaf.edeb@us.af.mil](mailto:arpc.dpaf.edeb@us.af.mil)**



# Questions?