



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER



ARPCM 17-14  
7 July 2017

MEMORANDUM FOR ALL FSSs, A1s, HQ RIO & J1s

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

SUBJECT: Academic Year (AY) 2018 – 2019 Reserve Developmental Education Designation Board (RDEDDB) Convening Notice and Invitation to Apply Instructions; **ARPC SUSPENSE: 18 September 2017.**

1. The AY18/19 RDEDDB will convene 23-27 October 2017 at Headquarters Air Reserve Personnel Center, Buckley Air Force Base, Colorado. In order to be considered by this board, it is imperative that all applicants, endorsers, and RIO Det/MPS/CSS/A1 functions read and comply with the instructions outlined in Attachment 1. **ARPC suspense/deadline is 18 September 2017, NLT 1630 MT. Applicants and Raters must ensure you coordinate with your MPS, NAF/MAJCOM A1 or RIO Detachment for their internal suspense. Late applications will not be accepted.**
2. The RDEDDB is convened to identify the best-qualified officers for in-residence developmental course placement. Board members will evaluate applicants based on the whole person concept, which includes depth and breadth of military experience. In addition, applicants will be evaluated on responsibilities that capitalize on the member's attendance at a specified course as well as their demonstrated professional and leadership qualities. The RDEDDB 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 followed by consideration for the individual's school preferences.
3. Please ensure this message is given widest possible dissemination. All officers, raters, and Military Personnel Sections should be familiar with the process for submitting applications for courses.
4. For questions relating to the RDEDDB process, please consult the attached application instructions first. Further questions can be addressed by contacting your MPS, NAF/MAJCOM A1 or RIO Detachment as appropriate, or by calling the Total Force Service Center at 1-210-565-0102 or DSN 665-0102.

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- 4 Attachments:
1. RDEDDB Application Instructions
  2. Course Descriptions
  3. Application Review Checklist
  4. Waiver Request Letter Template

**BREAKING BARRIERS...SINCE 1947**

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**Attachment 1**  
**APPLICATION INSTRUCTIONS**

**1. Eligibility Criteria & Waiver Requests.** These requirements are guidelines to ensure the applicant is familiar with his/her specific criteria to ensure proper eligibility IAW AFI 36-2301, para A3.3.2. If any of the eligibility criteria in para 1.1 through 1.5 are not met, the applicant must submit a waiver request IAW AFI 36-2301, para A3.3.2.11. and AFI 36-2254v2, para 2.3.5.4.1. for application consideration *prior to the application deadline*. All waiver requests must be signed by the member, endorsed by his/her rater and senior rater, properly formatted IAW Attachment 4, and attached to the application *in PDF format*. Any request that fails to meet these requirements will not be accepted. The RDEDB Board President will evaluate and make final determinations on all above waiver requests.

Waiver request letters are an individual applicant's responsibility and must include the member's justification for seeking a waiver from the board president, to include reasons why he/she does not meet one or more of the eligibility criteria and why granting such a waiver is in the best interest of the AFR. ARPC **will not** submit a waiver request for, nor contact, the applicant if the request is not attached with the application. Furthermore, applicants must fully coordinate all waiver requests with signatures *prior* to submitting their application. **Failure to submit the required waiver request with the application will render the package incomplete and will result in the member's application being cancelled prior to the selection board.**

**1.1. Course Eligibility.** Applicants who have attended IDE or SDE in-residence are *not eligible to apply* for subsequent in-residence courses *within the same category*. Applicants may only apply for SAASS, provided they meet the course-specific eligibility criteria. Additionally, those who have attended IDE or SAASS must wait 24 months from graduation before they are eligible to apply for SDE. Waiver requests can be submitted for this requirement IAW Attachment 4 along with the application and will be viewed by the Board President for approval/disapproval.

**1.2. Fitness.** Each applicant *must have a current and passing* Fitness Assessment. The Individual Fitness Assessment History report must be attached with the application.

**1.2.1.** The report must be obtained from the Air Force Fitness Management System II (AFFMS II) located on the AF Portal website and uploaded to the application in **PDF format**. As the fitness assessment system of record, this is the **ONLY** format acceptable.

**1.2.2. The applicant's rater (as reflected in MilPDS, also the same individual who completes the member's OPR) must verify the member has a current and passing Fitness Assessment. If not, the applicant must submit a waiver request IAW Attachment 4.**

**1.2.3.** Members who are on profiles exempting them from one or more fitness assessment components **ARE NOT** required to attach a form 469 to their application explaining any exemptions. Form 469s *will not* be accepted in place of a waiver request letter formatted IAW attachment 4. *Waiver requests are only accepted for members who are non-current.*

**1.3. Participation Summary/History.** The RDEDB will look at each applicant's previous five years of participation history. **Each applicant must have at least 50 participation points for each of the last 5 consecutive years.** Any applicant with an unsatisfactory participation year within the past five years **must** submit a waiver request IAW para 1 and Attachment 4 with the application explaining the absent time period(s) to the board to include any breaks in service as a result of a transfer from another component or service to the Reserve. **Each applicant is responsible for ensuring his/her records reflect current information prior to the application deadline. Members with less than 5-years' service do not need to submit a waiver.**

**1.4. 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. With regard to future retainability, an applicant's MSD is compared to the course graduation date.

**1.4.1. Retainability (48 Months).** All RDEDB courses require 48-month retainability *after* the school graduation date. **If applicant's MSD is prior to July 2023, they must submit a waiver request IAW para 1 and Attachment 4.**

**1.5. AGRs.** AGR applicants must have 2-years' time-on-station prior to 30 June 2018. Waiver requests can be submitted IAW Attachment 4 for this requirement with the application and will be viewed by the Board President for approval/disapproval.

**1.6. Reserve Service Commitment.** All AFR members who attend IDE, SDE, or ASG courses in-residence will incur a 3-year reserve service commitment upon completion of the program they attend.

**1.7. Total Federal Commissioned Service Date (TFCS).** TFCS includes all periods of federally recognized commissioned service, whether active or inactive duty. This is identified as the original date of commissioning. Members are responsible for identifying and validating TFCS with the appropriate Military Personnel Section (MPS) or RIO Detachment. O-5 thru O-6 must have fewer than 26-years' TFCS by July 2018. O-4s must have fewer than 18-years' TFCS by July 2018. Waiver requests *will not be accepted* for this requirement.

**1.8. Disqualifying Factors.** Applicants are not eligible to apply if they have any of the following indicators for which *waiver requests will not be accepted*.

- Current Unfavorable Information File (UIF)
- Not meeting the prerequisites/eligibility requirements for a course
- Incomplete/improperly coordinated application
- Twice-deferred for promotion as defined by Title 10 U.S.C., Section 14501.

**1.9. Prerequisites.** Applicants applying for courses must be aware of prerequisites and/or eligibility requirements associated with each course. Para 2.1.1. and Attachment 2 identifies prerequisites and eligibility requirements. Waiver requests *will not be accepted* for these requirements.

**1.10. Voluntary Limited Period Active Duty (formerly known as LEAD).** Voluntary Limited Period Active Duty (VLPAD) members are not eligible to apply for the RDEDB. Exception: IAW AFRCI 36-2640, para 3.1.2, members who have an established tour end date and approved documentation (AF Form 1288) identifying a gain action to a SELRES position before 30 June 2018 may apply for course consideration. A waiver request in accordance with attachment 4 and the completed AF Form 1288 showing the projected gain must be included with the member's application. Members who apply based on meeting this exception must be aware that they must be accessed into a SELRES position with enough time to allow for TLN and orders generation prior to course start date.

**1.11. ANG.** Air National Guard (ANG) members *are not* eligible to apply for the RDEDB.

**1.12. PIRR.** PIRR members *are not* eligible to apply for the RDEDB.

**1.13. vPC Application Withdrawal Procedures.** Once an application is submitted through the Virtual Personnel Center (vPC), officers wishing to withdraw their application from consideration may do so by accessing it from their vPC Dashboard Worklist, provided the application is still pending coordination and not routed to, or with, ARPC. Once an application is submitted to ARPC, officers wishing to withdraw their application from consideration must submit an email request to the ARPC Force Development Team at [arpc.dpaf.rdedb@us.af.mil](mailto:arpc.dpaf.rdedb@us.af.mil) NLT 6 October 2017. Please type "**Application withdrawal request for [Rank First Last Name]**" in the subject line. Upon receipt of this request, ARPC Force Development Team will cancel the officer's application.

NOTE: Applicants should understand that Raters/Senior Raters can *cancel* an application if they do not endorse the member meeting the RDEDB. It is the responsibility of members' leadership to inform them of the intent to cancel their application before it reaches the board.

**1.14. Dual Board Consideration.** If a member has applied for school tour consideration through both the 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.

**1.15. Post Selection Actions.** ARPC will contact each select immediately after public release to have them sign a Student Attendance Agreement confirming their intent to attend the school for which they were selected. It is a requirement that each select must return the signed agreement within 30 days of notification. *Failure to sign the agreement or provide letter of justification for withdrawal within the 30 day requirement negates the select's opportunity to attend the respective DE in-residence course. Furthermore, such withdrawal will be considered "With Prejudice" and will negate the applicant's ability to apply for future courses in the same category (i.e. IDE or SDE courses).*

**1.16. RDEDB Course Withdrawal and Deferment Procedures.** Per AFRCI 36-2640, para 3.2.10., selects may request withdrawal without prejudice for humanitarian, personal hardship, and operational purposes through ARPC/DPAF. All other withdrawal requests will be with prejudice. At a minimum, withdrawal requests must be submitted to ARPC/DPAF 60 days prior to course start date. ARPC/DPAF will coordinate the member's request through HQ AFRC/A1 and AF/REP to the RDEDB Board President (normally AF/RE-D) for approval and a "With/Without Prejudice" determination to include if the member can compete for RDEDB courses in the future. Humanitarian and Operational deferral requests will follow the same process. All such requests can be emailed to ARPC Force Development at: [arpc.dpaf.rdedb@us.af.mil](mailto:arpc.dpaf.rdedb@us.af.mil).

Selectees who obtain an approved deferment will be deferred **one** Academic Year (AY), and then contacted prior to the execution of the next RDEDB as to their intent to attend the course for which they were selected the previous year. Selectees who choose to attend the next AY will be automatically placed in a position for the school which they were selected and will be required to sign a new Student Attendance Agreement. Selectees who choose not to attend must submit a withdrawal package at that time. Such withdrawal requests will be evaluated by the Board President, who will render a "With/Without Prejudice" decision IAW AFRCI 36-2640, para 3.2.10. Members who receive approved Withdrawals "Without Prejudice" may compete for future opportunities in the same category (i.e. IDE or SDE courses) from which they previously withdrew. Members who receive approved Withdrawals "With Prejudice" will be precluded from competing for future opportunities in the same category (i.e. IDE or SDE courses).

**1.17. IDE/SDE Equivalency Credit Request Procedures.** All requests for Equivalency credit will be sent by e-mail directly to the ARPC Force Development Team at [arpc.dpaf.rdedb@us.af.mil](mailto:arpc.dpaf.rdedb@us.af.mil) no later than **19 September 2017** with supporting documentation including Certificate of Completion (e.g. transcripts, diploma), proof of competitive selection (e.g. notification or selection letter/e-mail), and proof of attendance (e.g. orders, travel voucher). Please put "Equivalency Credit request for [Rank First Last Name]" in the subject line. Upon receipt of this request, the ARPC Force Development Team will process for RDEDB Board President approval. Members seeking DE Equivalency credit must reference AFI 36-2301, para 10 and Table 4 to determine if the program for which they are seeking credit is eligible.

**2. Application Process.** Applicants must submit a completed nomination package via vPC IAW para 3 below. Incomplete or improperly coordinated applications, applications submitted via alternate means, and applications received at ARPC after the final suspense date will not be accepted. **Completed applications must be coordinated through the applicant's appropriate Rater, Senior Rater, MPS/RIO Detachment/NAF CSS/MAJCOM A1 as applicable to meet the ARPC suspense of 18 September 2017, NLT 1630 MT IAW Table 1.**

It is **imperative** that applicants pay particular attention to the eligibility criteria outlined above in para 1, as well as the requirements for each course to which they are applying as noted in the course descriptions in Attachment 2. ARPC will not accept partial applications. Incomplete applications will be returned with corrective actions



necessary, if applicable. *All coordinators must have a vPC account to provide coordination comments including Sister Services and all Federal agencies, located on the myPers website. To accomplish, click on "Create Account" and complete ALL pertinent information.*

**2.1. Course Selection.** If an individual is selected by the RDEDB, their school preferences and experience combined with the needs of the AFR, will be considered. Therefore, applicants must *select and prioritize* all service-specific DE programs for which they are applying for and/or are eligible.

Example 1: If IDE applicants apply for one of the following courses, *they must prioritize all three:* Air Command and Staff College, Army Command and General Staff College, and Marine Command and Staff College.

Example 2: If SDE applicants apply for one of the following courses, *they must prioritize all four:* Air War College, Army War College, Naval War College, and National War College.

2.1.1. IDE courses that *do not* have to be prioritized with the courses listed in para 2.1. include: Advanced Study of Air Mobility, Air Force Legislative Fellowship, National Intelligence University, and Air Officer Commanding. These courses can be applied for exclusively at the applicant's choosing regardless of whether they apply for the service-specific schools listed above, provided any applicable pre-requisites and eligibility requirements are met.

2.1.2. SDE courses that *do not* have to be prioritized with the courses listed in para 2.1. include: Dwight D. Eisenhower School, Harvard National Security Fellowship, College of International Security Affairs, SecDef Corporate Fellowship, Inter-American Defense College, and the Joint Advanced Warfighting School. These courses can be applied for exclusively at the applicant's choosing regardless of whether they apply for the service-specific schools listed above, provided any applicable pre-requisites and eligibility requirements are met.

2.1.3. ASG courses that *do not* have to be prioritized with the courses listed in para 2.1.1 or 2.1.2. include: School for Advanced Air and Space Studies.

2.1.4. Prerequisite Courses: These courses are available for voluntary selection and prioritization, provided the applicant meets the eligibility requirements defined in para 1, and the course prerequisites as defined in the course descriptions in Attachment 2. When applying for more than one of these courses the applicant must prioritize them, and include them in their prioritization of any other course(s) for which they apply.

2.1.4.1. IDE courses with a prerequisite:

- Air Officer Commanding - ACSC-DL complete; must be able to fulfill a 3-year AGR tour (selects will be assessed onto an AGR tour for the 12-month academic program at UCCS, then the AGR tour continues for the 2-year command assignment at USAFA)
- Advanced Study of Air Mobility - GRE/GMAT & baccalaureate degree requirements

2.1.4.2. SDE courses with a prerequisite:

- Harvard Fellowship - must be able to fulfill a 3-year Active Duty tour (selects will be assessed onto an AGR tour for the 10-month program, then the 3-year follow-on assignment may be AGR, VLPAD, RPA, or MPA)
- SecDef Corporate Fellowship - must have a Master's degree & be able to fulfill a 3-year Active Duty tour (selects will be assessed onto an AGR tour for the 12-month program, then the 3-year follow-on assignment may be AGR, VLPAD, RPA, or MPA)

2.1.4.3. ASG courses with a pre-requisite (SAASS only):

- IDE via DL or in-residence complete; OR
- Regionally-accredited Master's degree; OR Undergraduate GPA of at least 3.25
- This course DOES NOT count as IDE or SDE
- This course is open to both O-4s and O-5s
- Applicants CANNOT be an SDE graduate
- Applicants must not have more than 16-years' Total Federal Commissioned Service at time of application
- Applicants will be required to submit an application and essay directly to the School of Advanced Air & Space Studies and will meet a separate board process *in addition to meeting the RDEDB*

2.1.4.3. ASG courses with a pre-requisite (AFLF only):

- AF Legislative Fellowship - must be able to fulfill a 3-year Active Duty tour (selects will be assessed onto an AGR tour for the 18-month program, then the 3-year follow-on assignment may be AGR, VLPAD, RPA, or MPA)

**2.2. Board Packages.** Along with the vPC application, the board will also consider/review each applicant's Officer Performance Reports (OPRs), Reserve-Development Plan (R-DP), Development Team (DT) Vectors/Recommendations, Decorations, Academic Education, Deployments, Assignment History, and Projected Date of Rank (DOR). These items will be pulled from systems of record only. Applicants do not need to attach any of the below documentation to the RDEDB application. **For assistance with updating the systems of record, applicants can contact their MPS, or the TFSC at 1-210-565-0102 or DSN 665-0102.**

**2.2.1. Applicant Records.** Applicants must ensure their records are current, and posted to MilPDS, as of the application deadline. Performance reports and decorations that are in coordination and have been submitted to ARPC for processing and insertion into a member's official records must be completed by the application deadline. Applicants can call the TFSC for assistance in expediting this process to ensure their records are updated in time to meet the application deadline. *ARPC/DPAF will not accept any documents via email to include in an application package, nor will any new documents updated after the application deadline be included in the applicant's board package.*

**2.2.2. OPRs.** The board will review the applicant's last five OPRs. Applicants must ensure their OPRs are current and in the Personnel Records Display Application (PRDA) *prior* to the application deadline. PRDA can be accessed via the AF Portal. *Draft OPRs will not be accepted or reviewed by the board.*

**2.2.3. R-DP.** The board uses this additional tool to gain insight into the applicant's near, mid, and long-term goals. Current and previous vectors to include DE pushes from the DTs will be considered when applications are reviewed. An applicant's R-DP *does not* have to be "DT Ready" to be seen by the board.

**2.2.4. DT Vectors/Results.** The board members will have career field DT vectors and results available for review during the RDEDB. Board members will focus on DT recommendations for professional development, status on the Key Personnel List (KPL), and Developmental Education (DE) endorsements.

**2.2.5. Decorations.** All updated MilPDS decorations will be viewable, but each applicant's three most recent decoration citations will be reviewed by the board. This information is accessible in vMPF for viewing as well as in PRDA.

**2.2.6. Civilian Academic and Military Education.** The board reviews both civilian academic education to include academic specialty and degree type, as well as military education to include

both formal training and all Professional Military Education (PME). Members are encouraged to ensure their records reflect the most current/accurate accounting for completion of any academic degree programs, as well as all formal training and PME. The Air Force Institute for Technology (AFIT) is the single input source for updating civilian academic education. An official transcript is required to make changes/updates and can be sent to: AFIT/Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB OH 45433; DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail [AFIT.coding@afit.edu](mailto:AFIT.coding@afit.edu). Applicants' local unit training shops are the input source for updating formal training. Applicants' base education office is the input source for updating PME.

**2.2.7. Deployment.** Applicants' deployment information will be reviewed by the board, provided it is available in MilPDS. If the applicant has deployment time that is not reflected on an OPR or Decoration, it is recommended that it be noted in the R-DP for board consideration.

**2.2.8. Assignment History.** A complete duty assignment history for each applicant will be reviewed to include duty title, location, and DAFSC. Applicants can review this information for accuracy in vMPF and work with their servicing MPS for updates or to correct errors.

**2.2.9. Projected Date of Rank (DOR).** Applicants with a projected DOR are eligible to apply for courses above their current grade. *If this projected grade is not in the personnel system (MilPDS), the applicant is not eligible to apply for courses above their current grade or PME level.* If the applicant has a projected DOR, he/she must pin on the new rank prior to the class start date.

**3. Roles, Responsibilities, and Instructions for Routing Applications in vPC.** The guidance below addresses each role in the RDEDB application process and how to correctly route applications. Table 1 shows the routing sequence of each role by member category.

**3.1. Applicant.** It is the applicant's responsibility to read *all* instructions and understand eligibility requirements, prerequisites, and the application process. Additionally, the applicant is responsible for meeting all required deadlines, and monitoring the status of the application at all times. Applicants should work closely with their leadership to ensure school selections are aligned with their future goals and professional development recommendations. Applicants are strongly encouraged to coordinate with their Rater external to vPC via face-to-face, phone, or email discussion and to provide draft push statements to the Rater and Senior Rater.

**Applicant comments are mandatory.** Comments should include applicant's desire to attend a specific course and the utility of his/her attendance at that course as a minimum. Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): Potential for academic success, potential as a Reserve ambassador, and future leadership potential; and assessment of AFR's Return on Investment (ROI) from course attendance. Addressing each of these areas provides the board with a self-assessment and will assist with selecting the right student for the right course at the right time. Ultimately, the board is looking for a clear explanation on why placement in a particular course in this selection cycle is best for the Air Force Reserve and the applicant's professional development.  
**Applicant forwards to Rater IAW Table 1.**

**3.1.1. Member/Applicant's Application Submission Steps in vPC**

- Apply through vPC Dashboard under the "Action Requests" tab
- Click on Air Reserve just below "Action Requests" tab (this should be the default view)
- Click on the "Reserve Developmental Education Designation Board (RDEDB)" application link (on the right side toward the bottom under the "Force Development" header)
- Complete/Confirm Personal Information:
  - Phone Number & Primary Mailing Address
  - E-mail address
  - Civilian Occupation
- Select your desired course(s) IAW para 2.2. (1st choice, 2nd choice, etc...)



- Attach all required documents as applicable (**PDF format is mandatory**):
  - Individual Fitness Assessment History Report from AFFMS II (Required)
  - Waiver letter(s) as applicable (see template in Attachment 4)
  - College Transcripts (Advanced School of Air Mobility, School of Advanced Air and Space Studies) or Master’s Degree certificate (School of Advanced Air and Space Studies & SecDef Corporate Fellowship)
  - GRE/GMAT Test Scores (Advanced Study of Air Mobility)
  - Air Force-formatted Biography (Harvard National Security Fellowship, AF Legislative Fellowship, Air Officer Commanding, SAASS) ([AF Formatted Biographies](#))
  - *OPTIONAL*: Not more than 3 Letters of Recommendation (Air Officer Commanding, AF Legislative Fellowship, SAASS courses only)
  - DLPT results (Inter-American Defense College)
- Complete the Justification box
- Complete Initials and Signature blocks
- Complete Senior Rater box (See Table 1)
- Select your Rater in the following manner:
  - Click on the “Select Account” button
  - Type in the Rater’s Last and First Name
  - Click Search
  - Highlight the Rater’s name
  - Click Select
- Click Submit

### 3.1.2. Tracking the Status of the RDEDB Application

- Click on the “Worklist” tab in your vPC account view
- In the “Action Requests” block next to “View”, select “Submitted by me” from the drop down menu
- Click the “Refresh” button to the right
- Click/Highlight the RDEDB that just appeared in the entries returned box
- Scroll down to “Coordination Actions” to view the current status of the application

**3.2. Rater.** The Rater’s role is to validate and ensure the information on the submitted application is complete, and that the applicant meets all eligibility requirements specified in this Invitation to Apply as well as course-specific requirements for each course for which they have applied. If the application is not complete, the Rater should return it to the applicant for corrections. Once the application is completed, the Rater will then add their appropriate comments in the Rater section.

**Rater comments are mandatory.** Comments should include the Rater’s consideration of the officer as an appropriate candidate for the selected school(s) and how the Rater feels the member will be able to utilize the knowledge gained from the school(s). Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): Assessment of the member's potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment (ROI) from sending this member to the specified course. Although not mandatory, it is recommended that raters provide stratification for specified schools from within the unit's applicant pool (example "My #1/5 applicants for ACSC").

Addressing each of these areas provides the board with a complete assessment and will assist with selecting the right student for the right course at the right time. Ultimately, the board is looking for a clear push from the rater that explains why placing this individual in a particular school in this selection cycle is best for the Air Force Reserve and the applicant’s professional development.

Note: The Rater may be the same as the Senior Rater (in some chains of command, an individual may have two roles). **The application cannot be submitted to ARPC at this point. The Rater can disapprove**

**and terminate the application, return it to the applicant for corrections, or forward to the applicant's MPS Management, RIO Detachment, MAJCOM A1, or NAF/CSS role per Table 1 to conduct the first level review.**

### **3.2.1. Rater Coordination Steps in vPC**

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RDEDB Applicant to open individual application record
- Review applicant's information:
  - School choices and ranking
  - Attachments (Individual Fitness Assessment History Report, waiver request letters if applicable, course pre-requisite requirements if applicable)
  - Justification
- Make recommendations by filling out the required fields in the "Your Coordination" section (Do not use "Return Remarks" block, unless returning package back to the applicant. Also, do not use "Coordination Remarks" block.):
  - Fill in Length of Supervision (number of years/months)
  - Mark appropriate answer for: "Consider this officer an appropriate candidate for school(s) desired." (Yes/No).
  - Complete Rater Justification section (1500 character limit)
  - Complete your personal information:
    - Rank/Name
    - Signature/Duty Title
    - Phone/Unit
- If the Rater is also the Senior Rater, follow the pop-up view instructions after selecting "Yes" next to "I am also the applicant's Senior Rater." Be sure to complete the Senior Rater coordination *prior* to forwarding the application per Table 1.
- In the "Next Coordination" block, select the MPS Management, RIO Detachment, NAF/CSS, or MAJCOM A1 role from the drop down IAW Table 1:
- Click Submit

**3.3. MPS Management, RIO Detachment, MAJCOM A1, and NAF/CSS roles in vPC.** These roles have the responsibility to review applications to ensure accuracy and completeness IAW the eligibility criteria outlined in para 1 above. Attachment 3 serves as an aid to conduct quality checks on each application prior to forwarding to the final coordination level per Table 1 below. **These roles have the ability to route the application to all levels.** Once the review (2nd Level) is complete, the application will be forwarded to the applicant's Senior Rater IAW Table 1.

**MPS Management.** Authorized staff (CSS/FSS) at the wing-and-below level will utilize the "MPS Management" role in vPC to conduct the initial review of each application for all **Unit and Wing TR/ART/AGR members** prior to submission to the applicant's Senior Rater.

**RIO Detachment.** Authorized staff at each RIO Detachment will utilize the "RIO Detachment" role in vPC to conduct the initial level review of each application for **all IMA members** prior to submission to the applicant's Senior Rater.

**MAJCOM A1.** Authorized staff at the MAJCOM level will utilize the "MAJCOM A1" role in vPC to conduct the initial level review of each application for **all TR/ART/AGR members assigned outside of a traditional unit structure** prior to submission to the applicant's Senior Rater. This includes members assigned to RE, AFRC, HAF, Combatant Commands, and other DoD agencies.

**NAF/CSS.** Authorized staff at the NAF level will utilize the “NAF/CSS” role in vPC to conduct the initial and final level reviews for **all HQ NAF TR/AGR/ART members** prior to submission to the applicant’s Senior Rater.

### **3.3.1. MPS Management, RIO Detachment, MAJCOM A1 Coordination Steps**

- Access the applicant’s application by logging on to vPC Dashboard under the “Worklist” tab
- Double click on the RDEDB Applicant to open individual application record
- Review applicant’s eligibility information and school choices, then complete the quality review checklist (Attachment 3)
- Review Rater/Senior Rater’s coordination for completeness and ensure there are comments
- Mark appropriate answer for: “AFFMS attachment is viewable and has been verified”
- Mark appropriate answer for: “Waivers attachment is viewable and has been verified”
- In the “Next Coordination” block:
  - Select role of: Senior Rater from the drop-down
  - Click on the “Select Account” button
  - Type in the Senior Rater’s Last and First Name
  - Click Search
  - Highlight the Senior Rater’s name
  - Click Select
- Click Submit

**3.4. Senior Rater.** The Senior Rater’s role is to review the application and provide final endorsement for each applicant before sending to ARPC.

Senior Raters are defined as (for the purposes of this school board application):

- O-4 Applicants’ Senior Rater will be the rater’s rater.
- O-5 Applicants’ Senior Rater will be the first General Officer in their rating chain.
- O-6 Applicants’ Senior Rater will be the first General Officer in their rating chain, unless their rater is a General Officer. In which case, it will be the rater’s rater.

**Senior Rater comments are mandatory.** At a minimum, comments should specify why the Senior Rater concurs or non-concurs with the applicant’s desire to attend a specific course. Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): Assessment of the member’s potential for academic success, potential as a Reserve ambassador, and future leadership potential; assessment of AFR’s Return on Investment (ROI) from sending the member to the specified course, and recommendations for post-graduation follow-on assignment.

*NOTE: Senior Raters MUST include specific, numbered rankings for each pool of applicants they are endorsing. For example: If there are 15 IDE applicants in the Senior Rater’s organization, they will rank each of those 15 within that applicant group. If there are 10 SDE applicants, they will rank each of those 10 within that applicant group. DO NOT use stratifications pulled from applicants’ OPRs such as “My #1 of 47 majors in the wing.” Rather, rankings should look more like, “My #1 of 6 IDE applicants this cycle.” OR “My #1 of 3 applicants for Air War College.”*

Addressing each of these areas provides the board with a complete assessment and will assist with selecting the right student for the right course at the right time. Ultimately, the board is looking for a clear push from the Senior Rater that explains why placing this individual in a particular school in this selection cycle is best for the Air Force Reserve and the applicant’s professional development.

Note: the Senior Rater may be the same as the Rater (in some chain of commands, an individual may have two roles). **The Senior Rater can disapprove and terminate the application, return it to the applicant for corrections, or forward it to ARPC per Table 1.**

### 3.4.1. Senior Rater Coordination Steps

- Access the applicant’s application by logging on to vPC Dashboard under the “Worklist” tab
- Double click on the RDEDB Applicant to open individual application record
- Review applicant’s school choices and justification
- Review Rater’s recommendation in the “Previous Coordination” box
- Make recommendations by filling out the required fields in the “Your Coordination” section (Do not use “Return Remarks” block, unless returning package back to the applicant. Also, do not use the “Coordination Remarks” block):
  - Select Do/Do Not Support Officer’s attendance at the school(s) requested and provide reason for answer (justification)
  - Mark appropriate answer for: “Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards.”
  - Complete your personal information:
    - Signature
    - Rank/Name
    - Duty Title
    - Date
    - Duty Phone/Unit
- In the “Next Coordination” block:
  - Select role of: “ARPC”
- Click Submit

**Table 1. Routing Sequence for Applications:**

<b>Routing Sequence by Member Status and Coordinated Role</b>				
<b><u>Applicant Type</u> <u>Organization/Status</u> vPC Role: “Applicant”</b>	<b><u>1st Level</u> <u>Rater</u> <u>Endorsement</u>  vPC Role: “Rater”</b>	<b><u>2nd Level</u> <u>Quality Review</u>  vPC Roles: “MPS Management”, “NAF/CSS”, “MAJCOM A1”, or “RIO Detachment”</b>	<b><u>3rd Level</u> <u>Final</u> <u>Endorsement</u>  vPC Role: “Senior Rater”</b>	<b><u>4th Level</u> <u>Final Review</u> <u>&amp; Processing</u>  vPC Role: “ARPC”</b>
<b>SQ/GP/WG Level TR/AGR/ART</b>	Rater <sup>1</sup>	MPS Management <sup>2</sup> or NAF/CSS <sup>3</sup>	Senior Rater <sup>1</sup>	HQ ARPC
<b>IMA (All Organizations)</b>	Rater <sup>1</sup>	RIO Detachment	Senior Rater <sup>1</sup>	HQ ARPC
<b>HQ NAF TR/AGR/ART</b>	Rater <sup>1</sup>	NAF/CSS	Senior Rater <sup>1</sup>	HQ ARPC
<b>HQ ARPC AGR/ART</b>	Rater <sup>1</sup>	MPS Management	Senior Rater <sup>1</sup>	HQ ARPC
<b>RIO Det CCs (O-6s)</b>	Rater <sup>1</sup> (HQ RIO/CC)	MPS Management	Senior Rater <sup>1</sup> (HQ ARPC/CC)	HQ ARPC
<b>HQ RIO &amp; RIO Det AGR (O-5s and below)</b>	Rater <sup>1</sup>	MPS Management	Senior Rater <sup>1</sup>	HQ ARPC
<b>AF/RE, HAF, AFRC, Combatant Command, &amp; Other DOD agencies TR/AGR/ART</b>	Rater <sup>1</sup>	MAJCOM/A1	Senior Rater <sup>1, 4</sup>	HQ ARPC

**Notes:**

1. The Rater and Senior Rater can potentially be the same.

- 2: The use of the “MPS Management” role in vPC includes CSS & FSS Education and Training personnel who will execute the Initial Review (2<sup>nd</sup> Level) Coordination on all RDEDDB applications.
- 3: Applications that need to be routed to a NAF/CC to complete Senior Rater coordination will be sent to the NAF/CSS role.
- 4: Members assigned to Joint or Combatant Command billets who have raters/senior raters in sister services *may* choose to have their applications routed through the corresponding AF Element (*IMAs may choose to coordinate their application through their respective RIO Det*), provided they have documented approval from their rater/senior rater, which should be attached to the application.

**4. School Tour Funding & PCS Entitlements.** All DE in-residence courses boarded through the RDEDDB are centrally-funded by HQ AFRC. TRs, IMAs, and ARTs (attending in military status) will be placed on an RPA-School Tour with authorized PCS entitlements. ART members who attend in civilian status will be funded by unit O&M funds. HQ ARPC *IS NOT* the POC for funding issues nor is AFRC/A1KO. **Funding for orders will be reflected within the Budget Reporting System (BRS) at the appropriate servicing FM, at the appropriate time following the public release of school board results and notification to the selectees.**

**4.1. PCS Entitlements.** Depending on the type and length of the course, additional entitlements may be authorized. For related counseling, selectees should contact TMO at their local installation.

**4.2. Orders.** Once funding has been requested and reflected in BRS, TR, IMA, and ART members must have orders processed according to local processes. AGR members will receive their orders from HQ ARPC/DPAA. HQ AFRC/A1KO will issue the training line numbers (TLNs) which will contain the report-no-earlier-than date (RNETD), and a report-no-later-than date (RNLTD) for their respective schools.

**4.3. Travel.** All students will be provided the requisite amount of travel days to their respective school IAW the Joint Travel Regulations (JTR) and if appropriate, will have the ability to take permissive TDY (PTDY) for house-hunting upon arrival at their school location.

**5. Billets While Attending School.** DE in-residence attendance is considered a PCS for all reserve members and will be provided PCS orders to school. However, not all members will be removed from the billet they occupied prior to school and placed in a new billet.

**5.1. School Billets (TR, ART, IMA).** There are no billets provided to DE in-residence schools in which to place students. TR, ART, and IMA students will continue to occupy the billet they occupied prior to PCSing for school. Their orders will reflect a centrally-funded RPA School Tour per para 4. All questions relating to back-filling of student billets while they are in school should be addressed to HQ AFRC/A1KO (TRs), HQ AFRC/A1C (ARTs), and HQ RIO (IMAs).

**5.2. School Billets (AGRs).** AGRs will vacate the billet they occupied prior to attending school and will be assigned to a student billet under AF/RE. Their school orders will reflect their permanent change of assignment from their current unit/organization to AF/RE, with duty at the school they will be attending. Additionally, their duty title and DAFSC should reflect their student status.

**6. Post-Graduation Student Assignment Facilitation Process.** Upon notification of selection for a course, all selectees will have 30 days to fill out, sign, and return the following documents to ARPC/DPAF:

- Student Attendance Agreement: acknowledges acceptance of school selection and agreement to attend
- Student Assignment Facilitation Worksheet: documents student background, status, and post-graduation assignment desires
- Student Assignment Facilitation Statement of Understanding (SOU): acknowledges expectations for post-graduation follow-on assignment process; *must be signed by the Selectee*

NOTE: Selectees who fail to return these documents within the 30-day suspense will be considered to have declined their course placement, and will be *withdrawn with-prejudice* from their course selection (see para 1.16 & 1.17 above).

**6.1 Student Assignment Facilitation Process.** All selectees should understand AFRC's DE in-residence student assignment facilitation process *prior* to submitting an application for an in-residence course. This process is intended to be a collective effort between students, ARPC Force Development, Career Field Managers (CFMs), and AFR senior leaders to facilitate post-graduation follow-on assignments based on the needs of the AFR, and students' assignment desires with consideration for their career paths up to that point. *Students are required to seek, and apply to follow-on assignments*, and to clearly communicate their placement desires to their CFM and assignment facilitator throughout the academic year.

**6.2 Student Assignment Facilitation Panel.** Co-chaired by AF/RE-D and AFRC/CV and comprised of panel members including NAF/CCs, CFMs, AF/REG, RIO/CC, ARPC/CC, and Senior Leaders. Students who were in AGR status prior to school are required to accept a follow-on assignment and cannot return to their previous position. If not, that student may be transferred to the IRR. It is a reasonable expectation that all others (TR, IMA, ART) will either accept a new position post-graduation, or will return to their previous position.

**7. Points of Contact.** Questions concerning your RDEDB application should be directed to your respective chain of command to include MPS, RIO Detachment, MAJCOM, or NAF *before* contacting ARPC. If further clarification is required, call the Total Force Service Center at 1-210-565-0102 or DSN 665-0102 and request transfer to the Force Development Division.



**Attachment 2**  
**AVAILABLE COURSES FOR THE AY17/18 RDEDB**  
**INTERMEDIATE DEVELOPMENTAL EDUCATION (IDE)**

Course	Description	Requirements	Start Dates / Length / Location
Air Command and Staff College (ACSC)	Air Command and Staff College prepares field grade officers of all services, international officers, and US civilians to assume positions of higher responsibility within the military and other government arenas. The course is geared toward teaching the skills necessary for air and space operations in support of a joint campaign as well as leadership and command. See specific course requirements before applying.  Course Information: <a href="http://www.airuniversity.af.mil/ACSC.aspx">http://www.airuniversity.af.mil/ACSC.aspx</a>	O-4 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME I Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Maxwell AFB, AL
Army Command & General Staff College (CGSC)	Army Command & General Staff College educates and trains intermediate level Army Officers, International Officers, Sister Service Officers, and Interagency leaders to operate in full spectrum Army, joint, interagency, and multinational operations as field grade commanders and staff officers. See specific course requirements before applying.  Course Information: <a href="http://usacac.army.mil/organizations/cace/cgsc">http://usacac.army.mil/organizations/cace/cgsc</a>	O-4 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME I Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length 10 Months  Location: Ft Leavenworth, KS
Marine Command & Staff College (MCSC)	Marine Command and Staff College educates and trains its joint, multinational, and interagency professionals in order to produce skilled warfighting leaders able to overcome diverse 21st Century security challenges through the study of history, language, and culture. See specific course requirements before applying.  Course Information: <a href="http://www.mcuf.org/mcu_csc.html">http://www.mcuf.org/mcu_csc.html</a>	O-4 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME I Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Quantico, VA
Advanced Study of Air Mobility (ASAM)	The objective of the ASAM program is to build a core of experts in joint logistics, prepare future leaders for air mobility operations, and to serve as key mobility advisors to warfighting commanders. Each graduate's expertise is developed in the areas of Joint Transportation, Joint Logistics Management, and Joint Planning through an Air Force Institute of Technology (AFIT) Master of Science in Logistics degree. In addition to the degree portion, the ASAM program also incorporates site visits to global DoD and commercial entities as well as USAF EOS academic courses such as Advanced Air Mobility Operations, Contingency Response Planning, Air Operations Center, and Director of Mobility Forces. The ASAM program is 13 months long and involves a PCS move to Joint Base McGuire-Dix-Lakehurst, New Jersey. ASAM graduates will receive a permanent advanced academic degree (AAD) code (1ATK) in their records identifying them as mobility experts.  Course Information: <a href="https://eim.amc.af.mil/org/afec/student/pages/ASAM%20Students.aspx">https://eim.amc.af.mil/org/afec/student/pages/ASAM%20Students.aspx</a>	O-4 AFSCs: 11/12M, 21A, 21R Only  <b>Notes:</b> 1-2, 7	Course Dates: May 2018 – Jun 2019  Length: 11 Months  Location: Joint Base McGuire-Dix-Lakehurst, NJ  See Para 2.1.1

<p>Air Force Legislative Fellowship (AFLF)</p>	<p>The Air Force 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 officer 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. See specific course requirements before applying. See Para 2.1.1. &amp; 2.1.4.1.</p> <p>Course Information: <a href="http://www.au.af.mil/au/afri/aff/">http://www.au.af.mil/au/afri/aff/</a></p>	<p>O-4 Any AFSC</p> <p><b>Notes:</b> 1-2, 5</p>	<p>Course Dates: Aug 2018 – Dec 2019</p> <p>Length: 17 Months</p> <p>Location: Washington DC</p>
<p>Air Officer Commanding (AOC)</p>	<p>Air Officer Commanding is a unique IDE and Cadet Squadron Command opportunity. Select will attend the University of Colorado at Colorado Springs to obtain a master’s in counseling and gain in-residence IDE credit. Following the academic year, the outplacement assignment will be to command a squadron at the USAFA Cadet Wing. See specific course requirements before applying. See Para 2.1.1. &amp; 2.1.4.1.</p> <p>Scope of Responsibility: Commands through unique role as principal advisor and role model to cadet chain of command. Responsible to help guide the cadet chain of command in maintaining high standards of discipline, developing unit esprit de corps and implementing training programs following operational USAF practices. Responsible for developing cadets into officers. Coordinates training and instructional programs. Controls unit integration of instructional training, military training, drill and ceremonies, formal and informal social events, and a wide variety of extracurricular activities involving the Academy staff, faculty, and cadets. Monitors unit performance in all Academy athletic programs, including intramural, recreational sports and physical fitness programs. Counsels &amp; evaluates cadets. Aids them through academic, conduct, aptitude, athletic or honor probation by establishing a formal rehabilitation program. Maintains records and documentation to support evaluations and recommendations as it relates to their military performance, commissioning suitability, recommendations to review committee boards, leadership positions, and order of merit among peers. Assesses cadet aptitude for commissioned service. Advises other Academy agencies of the status and capabilities of each cadet.</p> <p>Course Information: <a href="http://www.usafa.edu/df/dfbl/leadership.cfm">http://www.usafa.edu/df/dfbl/leadership.cfm</a></p>	<p>O-4 Any AFSC</p> <p><b>Notes:</b> 1-2, 6</p>	<p>Course Dates; Aug 2018 – Jun 2021</p> <p>Length: 10 Months (academic pgm); 2-year follow-on at USAFA</p> <p>Location: Colorado Springs, CO</p>
<p>National Intelligence University (NIU)</p>	<p>National Intelligence University educates future leaders of the intelligence and national security communities who are full partners with their policy planning and operations counterparts, and who are able to anticipate and tailor the intelligence required at the national, theater, and tactical levels. See specific course requirements before applying.</p> <p>Course Information: <a href="http://ni-u.edu/wp/academics/schools/college-of-strategic-intelligence/master-of-science-of-strategic-intelligence/">http://ni-u.edu/wp/academics/schools/college-of-strategic-intelligence/master-of-science-of-strategic-intelligence/</a></p>	<p>O-4 Any AFSC</p> <p><b>Notes:</b> 1-2, 8 <b>Grants JPME I Credit (Track Specific Only)</b></p>	<p>Course Dates: Aug 2018 – Jul 2019</p> <p>Length: 11 Months</p> <p>Location: Bethesda, MD</p>

**Notes:**

1. Must be a pinned on Major before class start date and have a projected DOR in MilPDS NLT 18 Sep 17.

2. Selects will participate in the AFRC student assignment facilitation process; assignments are based on the needs of the Command.
3. Joint PME Phase I awarded upon course completion.
4. SECRET clearance is required for attendance, however, TS-SCI may allow for wider range of choices for elective course selection.
5. AF Legislative Fellowship Program Specifics:
  - JPME Phase I IS NOT awarded upon completion of the AF Legislative Fellowship program. Although not a pre-requisite to attending this course, students MUST complete ACSC-DL to receive JPME Phase I credit.
  - TS/SCI security clearance REQUIRED for attendance & MUST be obtained prior to class start date.
  - Select will be assessed into the AGR program prior to beginning fellowship and will be outplaced into a mandatory 3-year Active Duty follow-on tour (Complies w/Title 10 USC 2603 Acceptance of fellowships, scholarships or grants: (b) Each member of the armed forces who accepts a fellowship IAW subsection (a) before he is permitted to undertake the education or training contemplated by that fellowship agree in writing that, after he completes the education or training he will serve on active duty for a period at least three times the length of the period of the education or training.) Active duty follow-on assignment can be served in any active duty status to include: AGR, VLPAD, RPA, MPA.
  - Member and rater must acknowledge member may remain out of career field for up to 4.5 years (18 mo program + 3 years ADSC).
  - Application for this course *must* include an Air Force formatted biography ([AF Formatted Biographies](#)); inclusion of not more than 3 letters of recommendation is optional.
  - If selected as a candidate you will be required to have a face to face board in Washington DC before final course selection.
6. AOC Program Specifics:
  - JPME Phase I IS NOT awarded upon completion of AOC. Students MUST complete ACSC-DL *as a pre-requisite* to receive JPME Phase I credit.
  - Select will be assessed onto a three year AGR tour prior to beginning the master's program at UCCS.
  - Application for this course *must* include an Air Force formatted biography ([AF Formatted Biographies](#)); inclusion of not more than 3 letters of recommendation is optional.
7. ASAM Program Specifics:
  - JPME Phase I IS NOT awarded upon completion of ASAM. Students MUST complete ACSC-DL to receive JPME Phase I credit.
  - TS/SCI security clearance REQUIRED for attendance & MUST be obtained prior to class start date.
  - Applicants MUST have the following:
    - Baccalaureate degree, preferably in business administration, transportation, logistics, economics, mathematics, or engineering with a cumulative undergraduate GPA of 3.25 or higher on 4.0 scale.
    - A grade of B or higher in college algebra.
    - GRE score with a combined verbal/quantitative score of 1100 (minimum 500 verbal/600 quantitative) or a GMAT score of 550 or higher.
8. NIU Program Specifics - Additional Admission Requirements (found on NIU website):
  - TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
  - A specific track is available for some students to obtain JPME I credit while at NIU. NIU will determine how the specific track slots will be divided among each sister service. Not all students selected to attend NIU will be able to enroll into the JPME I track.
  - A completed degree-seeking application (submitted directly to NIU *after* notification of RDEDDB selection).
  - Nomination from your agency training office (ARPC/DPAF will complete this).
  - Applicant Statement of Purpose (submitted directly to NIU *after* notification of RDEDDB selection).
  - Official undergraduate/graduate transcripts (submitted directly to NIU *after* notification of RDEDDB selection).
  - GRE score report less than 5 years old - not required if applicant has Master's degree or higher (submitted directly to NIU *after* notification of RDEDDB selection – Use NIU code: 5205).

**Attachment 2 (Cont'd)**

**SENIOR DEVELOPMENTAL EDUCATION (SDE)**

<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
Air War College (AWC)	Air War College develops and supports senior leaders through education, research, and informational programs focused on strategic and institutional leadership, joint and multinational warfighting, multi-agency international security operations, air and space force development, and national security planning. See specific course requirements before applying.  Course Information: <a href="http://www.au.af.mil/au/awc/awchome.htm">http://www.au.af.mil/au/awc/awchome.htm</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME II Credit</b>	Course Dates: Jul 2018 – May 2019  Length: 10 Months  Location: Maxwell AFB, AL
Army War College (Army WC)	Army War College educates senior officers on the development and employment of land power in a joint, combined and/or multinational environment in support of the national military strategy. See specific course requirements before applying.  Course Information: <a href="http://www.carlisle.army.mil">http://www.carlisle.army.mil</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME II Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Carlisle, PA
Naval War College (Naval WC)	Naval War College educates senior officers on the development and employment of sea power in a joint, combined and/or multinational environment in support of the national military strategy. See specific course requirements before applying.  Course Information: <a href="http://www.usnwc.edu">http://www.usnwc.edu</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME II Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Newport, RI
National War College (NWC)	National War College expands and enhances the student's ability to analyze national security problems and issues, and to develop appropriate national security strategies that integrate all the elements of national power. The curriculum addresses the fundamentals of thinking strategically, the elements and instruments of national power, the theory and practice of war, the domestic and international context of national security strategy, and contemporary military strategy. See specific course requirements before applying.  Course Info: <a href="http://www.ndu.edu/Academics/CollegesCenters/NationalWarCollege.aspx">http://www.ndu.edu/Academics/CollegesCenters/NationalWarCollege.aspx</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME II Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Ft McNair, Wash DC

Dwight D. Eisenhower School for National Security & Resource Strategy	Dwight D. Eisenhower School for National Security & Resource Strategy prepares selected military and civilians for strategic leadership and success in developing our national security strategy and in evaluating, marshaling, and managing resources in the execution of that strategy. See specific course requirements before applying.  Course Info: <a href="http://www.ndu.edu/Academics/CollegesCenters/TheEisenhowerSchool.aspx">http://www.ndu.edu/Academics/CollegesCenters/TheEisenhowerSchool.aspx</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-4 <b>Grants JPME II</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Ft McNair, Wash DC
Harvard National Security Fellowship	The Harvard National Security Fellowship provides fellows an outstanding opportunity to research, write and speak on issues of immediate or ongoing concern of the Air Force and the nation. The officer will develop an enhanced perspective of the wide range of issues encompassed by the broader spectrum of the national security arena. The AF Fellow serves as a liaison between the Air Force and the civilian defense and national security academic communities. See specific course requirements before applying.  Course Information: <a href="http://exed.hks.harvard.edu/Features/nsf.aspx">http://exed.hks.harvard.edu/Features/nsf.aspx</a>	O-5 & O-6 Any AFSC  Notes: 1-2, 5	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Boston, MA
SECDEF Corporate Fellowship	SECDEF Fellows become a long-term investment in transforming U.S. forces and capabilities and, as such, are a key part of the Department of Defense (DoD) strategy to achieve its transformational goals. SDCFP Fellows form a cadre of future leaders made knowledgeable in the organizational and operational opportunities made possible by their training throughout the year. At the conclusion of the assignment, each member of the Fellowship provides group/individual briefings to the Secretary of Defense/Deputy Secretary of Defense, Service Secretaries and Chiefs, and over three dozen other senior OSD and Service leaders on private industry best practices and the Fellow's assessment as to their applicability to transform the Department of Defense. See specific course requirements before applying. See Para 2.1.1 & 2.1.1.2.  Course Information: <a href="http://dcmo.defense.gov/ProductsandServices/SecDefcorporateFellowsProgram.aspx">http://dcmo.defense.gov/ProductsandServices/SecDefcorporateFellowsProgram.aspx</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-2, 6	Course Dates: Jul 2018 – Jun 2019  Length: 11 Months  Location: Arlington, VA Fortune 500 Corporation
Joint Advanced Warfighting School (JAWS)	To develop senior officers with the capacity to be creative, conceptual, innovative joint warriors and potential joint forces commanders or strategic planners. A one week Joint Transition Course (JTC) is offered for those students who are unfamiliar with US military terminology and organization. This course is required for interagency JAWS students.  Course Information: <a href="http://jfsc.ndu.edu/Academics/JointAdvancedWarfightingSchool(JAWS).aspx">http://jfsc.ndu.edu/Academics/JointAdvancedWarfightingSchool(JAWS).aspx</a>	O-5 & O-6 Any AFSC  <b>Notes:</b> 1-3, 7 <b>Grants JPME II Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: NAS Norfolk, VA
College of International Security Affairs (CISA)	The Counter Terrorism Fellowship Program explores counterterrorism in its global and local contexts in relation to all relevant instruments of power. The Program offers students a strategic perspective on a rapidly changing global security environment. Courses address the global threat and its various manifestations including the rise of non-state armed groups, and the ends, ways, and means of transnational terrorists and insurgents. Upon successful completion of the program, U.S. military students earn a Master of Arts in Strategic Security Studies, Joint Professional Military Education 2 (JPME 2) credit and a War College Diploma (credit for Senior Service School).  Course Information: <a href="http://cisa.ndu.edu/Academics/Master-of-Arts-in-Strategic-Security-Studies/">http://cisa.ndu.edu/Academics/Master-of-Arts-in-Strategic-Security-Studies/</a>	O-5 AFSCs see Note 8  <b>Notes:</b> 1- 3, 8 <b>Grants JPME II Credit</b>	Course Dates: Aug 2018 – Jun 2019  Length: 10 Months  Location: Fort McNair, Wash DC

**Notes:**

1. Must be a pinned on Lt Col before class start date and have a projected DOR in MilPDS NLT 18 Sep 17.
2. Selects will participate in the AFRC student assignment facilitation process; assignments are based on the needs of the Command.
3. Joint PME Phase II awarded upon completion.
4. SECRET clearance is required for attendance, however, TS-SCI may allow for wider range of choices for elective course selection.
5. Harvard National Security Fellowship Program Specifics:
  - TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
  - Select will be assessed into the AGR program prior to beginning fellowship and will be outplaced into a mandatory 3-year Active Duty follow-on tour (Complies w/Title 10 USC 2603 Acceptance of fellowships, scholarships or grants: (b) Each member of the armed forces who accepts a fellowship IAW subsection (a) before he is permitted to undertake the education or training contemplated by that fellowship agree in writing that, after he completes the education or training he will serve on active duty for a period at least three times the length of the period of the education or training.) Active duty follow-on assignment can be served in any active duty status to include: AGR, VLPAD, RPA, MPA.
  - Air Force Formatted Biography must be included with application ([AF Formatted Biographies](#)).
6. SecDef Corporate Fellowship Program Specifics:
  - Select will be assessed into the AGR program prior to beginning fellowship and will be outplaced into a mandatory 3-year Active Duty follow-on tour (Complies w/Title 10 USC 2603 Acceptance of fellowships, scholarships or grants: (b) Each member of the armed forces who accepts a fellowship IAW subsection (a) before he is permitted to undertake the education or training contemplated by that fellowship agree in writing that, after he completes the education or training he will serve on active duty for a period at least three times the length of the period of the education or training.) Active duty follow-on assignment can be served in any active duty status to include: AGR, VLPAD, RPA, MPA.
  - Must have a Master's Degree.
  - TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
7. JAWS Program Specifics:
  - TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
  - Assignment following JAWS graduation will be to a Combatant Command JDAL position (part-time or full-time reserve category based on the reserve category member is at the time of selection).
8. CISA Program Specifics:
  - Members in the following Core IDs may apply and be considered for this program (core ID may be verified by the member by reviewing their Career Data Brief in vMPF):
    - 11B/F/H/K/M/R/S/U
    - 12B/F/K/M/R/S/U
    - 13B/D/L/M
    - 18A/E/G/R/S
    - 14N, 16F/P, 17D, 31P



**Attachment 2 (Cont'd)**

**ADVANCED STUDIES GROUP (ASG)**

<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
School of Advanced Air and Space Studies (SAASS)	<p>The SAASS curriculum is designed to accomplish two major objectives. The first is to enhance the student’s ability to think critically about airpower and warfare through an extensive examination of both theory and historical experience. This examination leads to a reasoned synthesis that raises the question of how modern airpower can be best applied across the entire spectrum of conflict. The second objective is to cultivate student’s ability to argue effectively and responsibly about airpower. This objective is accomplished by having students introduce and defend propositions in graduate colloquia, produce interpretive arguments in prose that meet publication standards, and reduce complex formal arguments into comprehensible briefings.</p> <p>Specific Course Information: <a href="http://www.au.af.mil/au/saass/curriculum.asp">http://www.au.af.mil/au/saass/curriculum.asp</a></p>	<p>O-4 or O-5</p> <p><b>Notes:</b> 1</p>	<p>Course Dates: Jul 2018 – Jun 2019</p> <p>Length: 12 Months</p> <p>Location: Maxwell AFB, AL</p>

**Notes:**

1. SAASS Program Specifics:

- This course *does not* count as IDE or SDE.
- JPME Phase I or Phase II IS NOT awarded upon completion of the SAASS program.
- Applicants *cannot* be a SDE graduate.
- Must have completed IDE via distance learning or in-residence \*Applicant must attach copy of completion certificate to their RDEDB application\*
- Potential PCS placement to Key/Command/Joint Duty Assignment List (KCJ) position after graduation, subject to needs of the Command.
- Must have a Master's Degree from an accredited institution OR have an undergraduate degree with a GPA of 3.25 or higher.
- Must have *less than* 16 years total active federal commissioned service at time of application.
- TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
- Air Force Formatted Biography must be included with application ([AF Formatted Biographies](#)).
- Each eligible member will be contacted by the Air University Director of Reserve Forces, AU/RF, after submission of the RDEDB application. These members will be required to submit a short essay to the SAASS selection board for their consideration.
- Must be at least a pinned on Major before class start date and have a projected DOR in MilPDS NLT 18 Sep 17.

Applicant Rank/Name: \_\_\_\_\_ SSN (Last 4): \_\_\_\_\_

Quality Reviewer: (Rank/Name): \_\_\_\_\_ Reviewer Unit/Phone: \_\_\_\_\_

1. Is applicant's personal information complete/correct? (Information is pulled from MilPDS)
  - Rank     Component     Phone Number
  - Email     Primary Mailing Address     Civilian Occupation
2. Has the applicant applied for only the courses which they are eligible?
  - IDE- Must be O-4 or O-4 select with projected DOR *in MilPDS* prior to class start date
  - IDE applicants that apply for service-specific schools must prioritize all service-specific schools (i.e. Air Command & Staff College, Army Command & General Staff College, Marine Command & Staff College)
  - SDE- Must be O-5/O-6, or O-5 select with projected DOR prior to class start date
  - SDE applicants that apply for service-specific schools must prioritize all service-specific schools (i.e. Air War College, Army War College, Naval War College, National War College)
3. Coordination:
  - Is Applicant section complete to include applicant's justification?
  - Is Rater section complete to include Rater's comments and indication of support?
  - Is Senior Rater section complete to include stratification amongst other applicants, justification & endorsement for follow-on assignment? (For O-5s and above, the Senior Rater must be the first General Officer in their chain of command. For O-5s and above at the wing level, this means the senior rater will be the applicant's NAF/CC.)
4. Has applicant included all applicable attachments?
  - AFFMS history report (in PDF format) showing current *and* passing Fitness Assessment
  - Applicable waivers (IAW attachment 4 and in PDF format): 24-month policy in para 1.1; Fitness non-currency due to medical profile/deployment, etc; MSD; Participation; AGR 2-year Time On-Station Requirement
  - AF Formatted Biographies: Required for SDE applicants applying for the Harvard Fellowship; IDE students applying for the AOC & Fellowship programs; and SAASS applicants
  - Master's Degree: A degree is required for all SDE applicants applying for the SecDef Corporate Fellowship
5. Does applicant meet additional qualifications based on the following courses (only if applicant chose these courses)?
  - Advanced Study of Air Mobility (ASAM)**: Bachelor's degree w/cumulative GPA of 3.25 or higher (preferably in Business Admin, Transportation, Logistics, Economics, Mathematics, or Engineering); GRE combined verbal/quantitative scores of 1100 (min 500 verbal & 600 quantitative) OR GMAT score of 550 or higher; Undergraduate transcripts showing mathematics through at least College Algebra with average grades of B or higher
  - School of Advanced Air and Space Studies (SAASS)**: Must be IDE complete (in-res or DL acceptable); CANNOT be SDE graduate; Must have Master's degree by accredited institution OR transcripts for undergraduate degree with cumulative GPA of 3.25 or higher; Must have less than 16 years TFCS; O-4 & O-5 applicants only
6. Does applicant meet security clearance requirements for the courses which they have applied?
  - SDE: Harvard, SECDEF, JAWS = TS/SCI     SAASS = TS/SCI
  - IDE: AF Legislative Fellowship, ASAM, NIU = TS/SCI     All other schools = Secret
7. Does applicant meet the required service criteria (in addition to the retainability requirements in the box above)?
  - AGRs must have 2 years' time on station by 30 June 2018
  - O-4s must have fewer than 18 years TFCS by July 2018 (requires waiver attached with application in vPC)
  - O-5/6s must have fewer than 26 years TFCS by July 2018 (requires waiver attached with application in vPC)

**Disqualifying Items:** If any of the below conditions exist, the applicant is NOT eligible to apply (not waivable).

- Current Unfavorable Information File (UIF)
- Not having required prerequisites for a course
- Incomplete/improperly coordinated application

The following criteria must be met, or applicant must submit a waiver IAW attachment 4 in the Invitation to Apply. Waivers must be attached to the application in vPC prior to submission to ARPC.  
Fitness:

- Not current on Fitness Assessment

Retainability:

- All RDEDB courses require 48 months retainability *after* graduation date.
- Applicant's MSD must not be *prior* to July 2023

Participation:

- Applicant *does not have* satisfactory participation for the previous 5 years (at least 50 participation points for each year)

Course Eligibility:

- Applicant *does not have* 24 months between the attendance of IDE/SAASS before applying for SDE

**Attachment 4**  
**WAIVER REQUEST LETTER**  
**(Insert official letterhead)**

Date

MEMORANDUM FOR RDEDB PRESIDENT

FROM: Member's Rank, First and Last Name; SSN

SUBJECT: Waiver for (INSERT WAIVER TYPE HERE)

1. I respectfully request a waiver with regard to meeting the RDEDB for (INSERT WAIVER TYPE HERE – Course eligibility; Fitness; MSD, Participation, 2-year AGR TOS reqmt) due to (PROVIDE DETAILED JUSTIFICATION WITH FACTUAL INFORMATION TO SUPPORT YOUR REQUEST HERE).
2. I can be reached at (INSERT CONTACT NUMBER/EMAIL ADDRESS HERE). Thank you for your consideration.

MEMBER SIGNATURE BLOCK  
Duty Title

1st Ind, (Office Symbol for Applicant's rater)

MEMORANDUM FOR (Office Symbol for 2<sup>nd</sup> Indorsement Official)

Concur/Do not concur.

RATER SIGNATURE BLOCK  
Duty Title

2<sup>nd</sup> Ind, (Office Symbol for Applicant's Senior Rater from Table 1)

Recommend Approval/Disapproval to RDEDB Board President of (INSERT WAIVER TYPE HERE) waiver.

SENIOR RATER SIGNATURE BLOCK  
Duty Title