



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 19-06  
5 April 2019

MEMORANDUM FOR ALL FSSs, RIO Detachments, A1s, & J1s

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

SUBJECT: CY19B Air Force Reserve School Selection Board Convening Notice and Invitation to Apply Information, **ARPC SUSPENSE: 17 June 2019, NLT 1630 MT.**

1. The CY19B Air Force Reserve School Selection Board (RSSB) will convene 15 – 19 July 2019 at Headquarters Air Reserve Personnel Center, Buckley AFB, 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 17 June 2019, NLT 1630 MT. Applicants and Raters must ensure you coordinate with your MPS, MAJCOM A1, or RIO Detachment for their internal suspense's. Late applications will not be accepted.**

2. The RSSB is convened to identify the best qualified officers for placement in select academic courses. These courses can be taken via short duration in-residence, seminar, online, and/or by “blended” methods. Board members will evaluate applicants based on the whole person concept which includes depth and breadth of military experience, the applicant’s professional qualities such as demonstrated leadership, academic achievements, developmental education as well as responsibilities that capitalize on the applicant’s attendance at a specified course. The RSSB process complements the Air Force Reserve Force Development construct by aligning the best qualified applicants with selected courses. All school board selections will be based on the needs of the Air Force Reserve.

3. Please ensure this message is given widest possible dissemination. All officers, raters, and Military Personnel Sections should be familiar with the process for submitting applications for courses.

4. For questions relating to the RSSB process, please consult the attached application information first. Further questions can be addressed by contacting your local MPS, RIO Det, or FSS as appropriate or by calling the Total Force Service Center (TFSC) at 1-800-525-0102.

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Attachments:

1. CY19B RSSB Application Information
2. Course Descriptions

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**Attachment 1**  
**CY19B Reserve School Selection Board (RSSB) Application Information**

**1. Application Process.** Applicants must submit a nomination package through Virtual Personnel Center (vPC) by the application deadline (**17 June 2019, 1630 MT**). **Incomplete and late applications will not be accepted.**

**1.1. Eligibility and Waivers**

**1.1.1. Fitness.** Each applicant must have a current and passing fitness assessment. The report must be obtained from the Air Force Management System II (AFFMS II) and attached to the application in PDF format.

**1.1.2. Participation Summary.** Applicants must have satisfactory participation for the last 5 years. Satisfactory participation is defined as a minimum of 50 points per year.

**1.1.3. Mandatory Separation Date (MSD).** The Mandatory Separation Date is the calendar date on which a service member must either be discharged or retired from military service based on mandatory service time, grade, and age criteria. An applicant's MSD must not be prior than MSD requirements for each course listed in Attachment 2.

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

**1.1.5. Voluntary Limited Period of Active Duty (VLPAD).** Members serving on a VLPAD tour are eligible as long as they have an established tour end date and an approved/signed AF Form 1288 identifying a gain action to a SelRes position prior to course start date.

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

**1.1.7. Waivers.** Waivers must be submitted along with the application for insufficient Participation, MSD, and/or TFCSD. For a waiver template refer to myPers (<https://mypers.af.mil/app/categories/c/549/p/17>).

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

**1.2.1.** Current Unfavorable Information File (UIF).

**1.2.2.** No Passing Fitness Assessment.

**1.2.3.** Not meeting the prerequisites/requirements for a course.

**1.2.4.** Incomplete/improperly coordinated application.

**1.3. Course Selection.** Applicants may identify more than one course option. Courses should be prioritized by specifying the attendance date and/or course preference per the selection fields within the application.

**1.4. Application Comments.** Comments from the applicant and each endorser are mandatory. Comments must be clear, concise, and in bullet format (limit 1500 characters).

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

**1.4.2. Rater and Wg/CC (or equivalent).** Comments should assess the member's potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment. It's recommended that raters provide stratification for specified schools from within the unit's applicant pool (example "My #1/5 applicants for LTT").

**1.5. Application Withdrawal Procedures.** Once an application is submitted to ARPC, applicants wishing to withdraw their application must submit a myPers vPC incident or email request to ARPC Force Development Team at [arpc.dpaf.rssb@us.af.mil](mailto:arpc.dpaf.rssb@us.af.mil) **NLT 17 June 2019, 1630 MT.**

**1.6. Dual Board Consideration.** If a member has applied for school tour consideration through both the Reserve Developmental Education Designation Board (RDEDB) and the RSSB, and is deemed a RDEDB select, the RDEDB selection quota will take precedence and the member's RSSB application will be removed from consideration. If a member is currently enrolled in an IDE or SDE school tour, they can apply for RSSB courses that occur after their graduation date.

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

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

**3. Funding.** TRs/IMAs and ARTs in military status: Course and travel are centrally-funded as Reserve Personnel Appropriation (RPA); ARTs in civilian status: course and travel are "unit" O&M funded; Unit AGRs: course and travel are "unit" O&M funded; HQ AGRs: course and travel are centrally funded as O&M.

**4. Points of Contact.** Members should direct questions concerning RSSB applications to their respective chain of command before contacting ARPC. If further clarification is required, members should submit a myPers Incident/Message or email a request to the ARPC Force Development Team at [arpc.dpaf.rssb@us.af.mil](mailto:arpc.dpaf.rssb@us.af.mil).

**5. User Guide.** For step-by-step application/coordination instructions refer to the School Board Application User Guide on myPers (<https://mypers.af.mil/app/categories/c/549/p/17>).

**Table 1: CY19B RSSB Routing Sequence for Applications**

<b>ROUTING SEQUENCE BY MEMBER STATUS AND COORDINATED ROLE</b>				
<b>ROUTING SEQUENCE</b>	<b>1st Level</b>	<b>2nd Level</b>	<b>3rd Level</b>	<b>Final Level</b>
<b>SQ/GP/WG Level TR/AGR/ART</b>	Rater	MPS Management	Wg/CC or Equivalent	ARPC
<b>IMA (All Organizations) or PIRR Members</b>	Rater	RIO Detachment	Directorate O-6 or Equivalent	ARPC
<b>NAF TR/AGR/ART</b>	Rater	NAF/A1	Directorate O-6 or Equivalent	ARPC
<b>ARPC</b>	Rater	MPS Management	HQ ARPC CC	ARPC
<b>HQ RIO and RIO Det AGR</b>	Rater	MPS Management	HQ RIO CC	ARPC
<b>AFRC</b>	Rater	CSS	Directorate O-6 or Equivalent	ARPC
<b>AF/RE, HAF, Combatant Command, and Other DOD Agencies TR/AGR/ART</b>	Rater	MAJCOM/A1	Directorate O-6 or Equivalent	ARPC

Additional Information:

1. If the Rater is also the Senior Rater (Wg CC or Equivalent), the 3<sup>rd</sup> Level of routing does not apply. Also, the Rater must select the “yes, he/she is also the Senior Rater” and follow the appropriate steps for the Senior Rater role.
2. Wg/CCs will serve as Senior Rater for all applicants at SQ/GP/WG Level, unless the unit is a direct report to the NAF, in which case the Final Endorser will be the first O-6 in the applicant’s rating chain.
3. NAF/CC coordination is only required on applications for members who are assigned to a NAF staff position.
4. Members assigned to a Combatant Command will route their applications at the lowest level to achieve coordination through at least one O-6 in their chain.

**Table 2: Routing Timeline for Applications**

<b>SUGGESTED ROUTING FOR APPLICANT, COORDINATORS, AND REVIEW ROLE</b>				
<b>ROUTING TIMELINE</b>	<b>1st Level</b>	<b>2nd Level</b>	<b>3rd Level</b>	<b>Submitted to ARPC</b>
	20 Apr 19	5 May 19	20 May 19	5 Jun 19

**Attachment 2: CY19B RSSB Course Descriptions**

**Table 1: CY19B RSSB - Developmental Education (DE) Course**

<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
<p>Squadron Officer School (SOS)</p> <p>Quotas Primary: 71 Alternate: 32</p>	<ul style="list-style-type: none"> <li>• Broadens focus and strengthens essential leadership competencies in AFDD1-1, as well as Officership, Leadership, Problem Solving, Core Values and the Air Force as an institution in the profession of arms.</li> <li>• Apply Officership and Leadership learning in classroom discussions and field exercises.</li> <li>• Develops dynamic Airmen ready to lead air, space, and cyberspace power in an expeditionary warfighting environment.</li> </ul> <p>Course Information: <a href="http://sos.au.af.mil/">http://sos.au.af.mil/</a></p>	<p>O-3</p> <p>* Captain selects must pin-on prior to class start &amp; have a projected DOR in MilPDS at time of application close out.</p> <p>TFCSD must not exceed 11 years by board date.</p> <p>*Minimum of 18-months' retainability upon course completion.</p>	<p><b>Dates:</b> * All Tentative 4 Nov – 20 Dec 19 13 Jan – 27 Feb 20 10 Mar – 15 Apr 20 27 Apr – 11 Jun 20</p> <p><b>Length:</b> 6.5 weeks</p> <p><b>Location:</b> Maxwell AFB, AL</p>

**Table 2: CY19B RSSB - Officer Professional Development (OPD) Course**

Course	Description	Requirements	Start Dates / Length / Location
Leadership Today and Tomorrow (LTT)  Quotas Primary: 75 Alternate: 15	LTT serves the purpose of bridging the gap between the tactical Company Grade Officer and the operational Field Grade Officer, addressing the challenges associated with balancing today's readiness with tomorrow's new centers of power and capabilities in a more volatile and unpredictable world through the strategic use of the art of leadership.	Sr O-3 thru Jr O-4  *Sr O-3 = >3yrs TIG Jr O-4 = <3yrs TIG  *Minimum of 18-months' retainability upon course completion.	<b>Dates:</b> 4 – 8 Nov 19 10 – 14 Feb 20 4 – 8 May 20 <b>Length:</b> 5 days <b>Location:</b> Robins AFB, GA

**Table 3: CY19B RSSB - Joint Courses**

Course	Description	Requirements	Start Dates / Length / Location
<p>Joint &amp; Combined Warfighting School-Hybrid (JCWS-H) (Formerly AJPME)</p> <p>Quotas Primary: 32 Alternate: 15</p>	<ul style="list-style-type: none"> <li>JCWS-H is designed to provide students with an opportunity to experience all of the planning and operational challenges a staff officer could anticipate during a joint duty assignment, whether the assignment is on the Joint Staff, a Joint Task Force, or a Service Component Staff. Students develop their skills working as a staff within a fictitious Combatant Command (USEASTCOM), participating in joint planning group activities in three different planning exercises. JCWS-H educates students on the application of national strategy and policies to enable them to provide even more benefit in joint, interagency, intergovernmental and multinational environments.</li> <li>Curriculum consists of 40 weeks of blended instruction, comprised of 112 hours of resident instruction at the Joint Forces Staff College (during weeks 15 and 39/40); and approximately 267 hours of synchronous and asynchronous on-line distance education requiring approximately 6 to 8 hours of preparation/study per week to include weekly interaction with instructor and other students. Students will participate in group projects and be required to complete a 2,500-5,000 word paper analyzing joint issues or a critical campaign analysis.</li> <li>JCWS-H Phase II credit awarded for course completion.</li> </ul> <p>Course info: <a href="http://jfsc.ndu.edu/Academics/JointContinuingandDistanceEducationSchool.aspx">http://jfsc.ndu.edu/Academics/JointContinuingandDistanceEducationSchool.aspx</a></p>	<p>O-4 thru O-6</p> <p>* O-4 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out.</p> <p><b>Prerequisite:</b> <b>JPME Phase I (via IDE or approved equivalent).</b></p> <p>*Minimum of 3 years retainability upon course completion.</p>	<p><b>Dates:</b> Dec 19 – Sep 20 <u>In residence dates:</u> TBD</p> <p><b>Dates:</b> Jan 20 – Oct 20 <u>In residence dates:</u> TBD</p> <p><b>Dates:</b> Feb 20 – Nov 20 <u>In residence dates:</u> TBD</p> <p><b>Location:</b> NSA Hampton Roads, Norfolk, VA</p>
Course	Description	Requirements	Start Dates / Length / Location
<p>Reserve Component National Security Course (RCNSC)</p> <p>Quotas Primary: 33 Alternate: 10</p>	<ul style="list-style-type: none"> <li>Foundation for officers moving to joint command management and staff responsibilities in a multinational, intergovernmental, or joint nation security setting.</li> <li>Curriculum consists of lectures, panel discussions, seminars, on-site visits, and simulation exercises dealing with national security policy and defense resource management.</li> </ul> <p>Course Information: <a href="http://rcnsc.dodlive.mil/">http://rcnsc.dodlive.mil/</a></p>	<p>O-5 thru O-6</p> <p>* O-5 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out.</p> <p>*Minimum of 3 years retainability upon course completion.</p>	<p><b>Dates:</b> Jan 20 - TBD Apr 20 - TBD <b>Length:</b> 2 weeks <b>Location:</b> Washington DC</p>
Course	Description	Requirements	Start Dates / Length / Location



<p>NATO Senior Officer Policy Course (SOPC)</p> <p>Quotas Primary: 2 Alternate: 2</p>	<ul style="list-style-type: none"> <li>Provides Senior NATO personnel with an evaluation of NATO’s current and future security environment (NATO course # N5-31).</li> <li>Applicants selected to attend are required to obtain a NATO Secret Security Clearance prior to attending the course.</li> </ul> <p>Course Information: <a href="https://www.natoschool.nato.int/Academics">https://www.natoschool.nato.int/Academics</a></p>	<p>O-6</p> <p>* O-6 selects must pin-on prior to class start date &amp; have a projected DOR in MilPDS at time of application close out.</p> <p>*Minimum of 3 years retainability upon course completion.</p>	<p><b>Dates:</b> Jan 20 - TBD</p> <p><b>Length:</b> 5 days</p> <p><b>Location:</b> Oberammergau, Germany</p>
<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
<p>Military Reserve Exchange Program (MREP)</p> <p>Quotas Primary: 3 Alternate: 16</p>	<p>Provides participants with training opportunities broadening their professional development and increasing knowledge of other Reserve forces; serve in Germany or UK for 2 weeks. This program provides unique training/working alongside counterparts to gain a better understanding of the host country reserve program, equipment, training concepts and procedures. Additional info: AFI 36-2631</p> <p>*Applicants selected to attend must complete a DD Form 3006; this form requires Commanders approval/understanding of the requirement to host a foreign participant.</p> <p>Exchange info: <a href="http://www.people.mil/Inside-M-RA/Reserve-Integration/Military-Reserve-Exchange-Program/">http://www.people.mil/Inside-M-RA/Reserve-Integration/Military-Reserve-Exchange-Program/</a></p>	<p>O-3 thru O-5</p> <p><b>Ineligible if:</b> - On VLPAD tour - In PIRR or IRR</p> <p>*Minimum of 3-year retainability upon course completion.</p>	<p><b>Dates:</b> Jul - Sep 20 (TBD)</p> <p><b>Location:</b> Germany, United Kingdom, Denmark, Estonia</p> <p>*Determination of location is based upon the needs of the host nation.</p>

**Table 4: CY19B RSSB – Interallied Confederation of Reserve Officers (CIOR), Joint Courses**

**1. Background:** The CIOR Officers represent the interests of over 1.3 million reservists across 36 participating nations within and beyond NATO, making CIOR the world’s largest military reserve officer organization. CIOR meet twice a year – in the summer and winter – working in committees that examine issues and provide analysis relating to reserve forces. *Committee members serve three-year terms* beginning at the Winter Congress following selection. Additionally, there are annual opportunities to participate in workshops, language academy and a military competition to bring Reserve Officers around the world together.

**2. Additional Information:** For additional information on ROA, or CIOR, please go to the following sites:

- Reserve Officer Association (ROA) – <http://www.roa.org>
- Interallied Confederation of Reserve Officers (CIOR) – <http://www.cior.net>

Course	Description	Requirements	Start Dates / Length / Location
Young Reserve Officers Workshop (YROW)  Quotas Primary: 2 Alternate: 2	<ul style="list-style-type: none"> <li>• YRO Workshop is a professional development program conducted concurrently with the annual CIOR Summer Congress. This week-long workshop is designed to be a junior reserve officer’s first exposure to a multi-national environment and to colleagues from NATO and Partnership for Peace (PfP) nations. It constitutes a unique professional development opportunity for approximately 60 junior reserve officers annually.</li> <li>• Junior reserve officers up to the rank of Captain (Army/Air Force) or Lieutenant (Navy) or below work together for a week in an intense international setting. They gain the opportunity to learn about and discuss current defense issues of relevance to NATO and the reserve forces.</li> </ul> <p>*Committee members serve a one-year term beginning at the Summer Congress following selection.</p>	O-3/below  *Minimum of 3 years retainability upon course completion.	<b>Dates:</b> Jul - Aug (TBD)  <b>Length:</b> 7 days  <b>Location:</b> TBD
Course	Description	Requirements	Start Dates / Length / Location
CIOR Language Academy (CLA)  Quotas Primary: 2 Alternate: 4	The CIOR Language Academy (CLA) teaches English and French as a second language, emphasizing a NATO military lexicon while at the same time providing an orientation to CIOR. The instructors, qualified reserve officers as well as skilled linguists and teachers, are provided by CIOR member nations and are selected through a competitive process. The students are NATO reserve officers and active duty officers of the new democracies of Eastern and Central Europe. Through the Language Academy, they are provided an essential and indispensable tool to carry out international NATO business - the ability to communicate in one of NATO’s two official languages.	O-3/O-4  *O-3 selects must pin-on prior to class start date & have a projected DOR in MilPDS at time of application close out.	<b>Dates:</b> Jul - Aug 20 (TBD)  <b>Length:</b> 14 days  <b>Location:</b> TBD

	*Committee members serve a one-year term beginning at the Summer Congress following selection.	*DPLPT Scores must be min of 1+/1+ in French; upload copy in vPC.  *Minimum of 3 years retainability upon course completion.	
<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
Military Competition (MilComp)  Quotas Primary: 2 Alternate: 4	CIOR Military Competition is a team competition in which each member of the team must complete the competition events together. The three-day competition consists of pistol and rifle shooting on the first day, obstacle course and utility swimming on the second day, and orienteering with additional tasks like range estimation, map reading and hand grenade throwing on the third day.  *Committee members serve a one-year term beginning at the Summer Congress following selection.	O-2 thru O-6  *PT score – 90 and above w/no components waived.  *Minimum of 3 years retainability upon course completion.	<b>Competition Practice Dates:</b> TBD  <b>Competition Dates:</b> Jul – Aug (TBD)  <b>Length:</b> 21 days  <b>Location(s):</b> TBD
<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
Defense & Security Issues Committee (DEFSEC)  Quotas: Primary: 1 Alternate: 2	DEFSEC serves as a “think and do-tank” that updates the CIOR President and Council on emerging defense and security issues affecting NATO reserve forces with a focus on the War on Terror and ongoing NATO operations in Afghanistan and other theatres of operation. DEFSEC also supports the Summer Symposium by preparing and executing breakout/panel sessions focused on emerging defense and security issues.  *Committee members serve a three-year term beginning at the CIOR Seminar and Mid-Winter Meeting (January) following selection.	O-3 thru O-6  *Captain selects must pin-on prior to class start date.	<b>Course Date:</b> Feb 2020/Aug 2022  <b>Length:</b> 3-year term that includes two 1-week overseas TDYs per year.  <b>Location(s):</b> TBD

<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
Partnership for Peace Outreach Committee (PFP)  Quotas: Primary: 1 Alternate: 2	This activity is designed to develop knowledge and understanding of the Alliance, as well as to gain a better understanding of the structure and organization of reserve forces and associations within the Alliance. This activity in support of partner nations is well aligned with NATO's objectives of cooperation, partnership and inclusion.  *Committee members serve a three-year term beginning at the CIOR Seminar and Mid-Winter Meeting (January) following selection.	O-3 thru O-6  *Captain selects must pin-on prior to class start date.	<b>Course Date:</b> Feb 2020/Aug 2022  <b>Length:</b> 3-year term that includes two 1-week overseas TDYs per year.  <b>Location(s):</b> TBD
<b>Course</b>	<b>Description</b>	<b>Requirements</b>	<b>Start Dates / Length / Location</b>
Legal Committee  Quotas: Primary: 1 Alternate: 2	The Legal Affairs Committee provides legal advice to CIOR Council and updates the Council on legal issues of potential relevance. The committee also plans and executes the Law of Armed Conflict stand at the Military Competition and at the YROW workshop during the Summer Congress.  *Committee members serve a three-year term beginning at the CIOR Seminar and Mid-Winter Meeting (January) following selection.	O-3 thru O-6  * Captain selects must pin-on prior to class start date.  *Must have JA AFSC.	<b>Course Date:</b> Feb 2020/Aug 2022  <b>Length:</b> 3-year term that includes two 1-week overseas TDYs per year.  <b>Location(s):</b> TBD