ARPCM 14-20
11 Jul 2014

MEMORANDUM FOR ALL FSSs, A1s, HQ RIO/RMG & J1s

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

SUBJECT: Academic Year (AY) 2015 – 2016 Reserve Developmental Education Designation Board (RDEDB) Invitation to Apply Instructions; **ARPC SUSPENSE: 19 September 2014**

1. The AY 2015/16 Reserve Developmental Education Designation Board will convene 20-24 October 2014 at Headquarters Air Reserve Personnel Center, Buckley Air Force Base, Colorado. In order to be considered by this board, all applications must comply with the instructions outlined in Attachment 1. **ARPC suspense/deadline is 19 September 2014, NLT 1630 MST. Please coordinate with your MPS, NAF, MAJCOM A1 or RMG/RIO Detachment for their internal suspenses.**

2. The RDEDB 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 RDEDB process complements the USAFR 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 Functional organizations should be familiar with the process for submitting applications for courses.

4. For questions relating to the RDEDB process, please contact your local MPS, RMG/RIO Detachment Program Manager or MAJCOM as appropriate or call the Total Force Service Center-Denver at 1-210-565-0102 or DSN 665-0102.

SAMUEL C MAHANEY, Brig Gen, USAFR
Commander

5 Attachments:
1. RDEDB Application Information
2. Course Descriptions
3. Overview of the Air Officer Commanding at the United States Air Force Academy (USAFA) Program
4. Application Checklist
5. Sample Waiver

Attachment 1

APPLICATION INFORMATION

Eligibility Criteria. These requirements are guidelines to ensure the applicant is familiar with his/her specific criteria to ensure proper eligibility. If any of the below eligibility criteria are not met, the applicant must submit a waiver for application consideration.

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

> **1.1.1.** The report must be obtained from the Air Force Fitness Management System (AFFMS) located on the AF Portal and uploaded to the application in **PDF format**.

> **1.1.2. Rater must verify that the member has a *current and passing* Fitness Assessment.**

For those applicants who do not have a current and passing Fitness Assessment, a waiver request must be submitted with the application for consideration (Attachment 4). All AFFMS reports must be received with the application in **PDF format.** Any application that does not have the attached AFFMS report will be returned without action.

1.2. 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 MSD applies to a course by comparing the member's separation date with the course graduation date in relation to retainability.

> **1.2.1. Retainability (48 Months).** All RDEDB courses require 48 month retainability after the graduation date. **If applicant's MSD is prior to July 2020, they must submit a waiver for the courses selected. (NOTE: This is a change from previous year's 36 month retainability requirement.)**

1.3. Total Federal Commissioned Service Date (TFCSD). TFCSD includes all periods of federally recognized commissioned service, whether active or non-active duty. This is identified as the original date of commissioning. It is the applicant's responsibility to identify and validate their TFCSD with their appropriate MPS/RMG/RIO Program Manager. Lt Cols and Lt Col Selects must have fewer than 26 years TFCS by July 2015. Maj's and Maj selects must have fewer than 18 years TFCS by July 2015.

1.4. Participation Summary/History. The School Board will look at each applicant's previous five years of participation history. Recommend applicants verify participation history with local MPS. Any applicant who **does not** have satisfactory participation must submit a waiver explaining the absent time period(s) to the board.

1.5. Deferred Officer. Applicant may not be more than twice deferred for promotion as defined by Title 10 U.S.C., Section 14501.

1.6. AGRs. AGR applicants must have 2 years' time-on-station prior to 30 June 2015.

1.7. Course Prerequisites. Applicants applying for courses must be aware of prerequisites associated with each course. Attachment 2 covers courses and prerequisites/requirements.

1.8. Disqualifying Factors. Applicants are not eligible to apply if they have any of the following indicators. Waivers will not be accepted.

- Current Unfavorable Information File (UIF)
- Not meeting the prerequisites/requirement for a course

1.9.   LEAD or LPRP.   Limited Extended Active Duty (LEAD) or Limited Period Recall Program (LPRP) members *are not* eligible to apply for the RDEDB process unless they have signed AF Form 1288 projecting them to return to a SELRES position before 30 June 2015.

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

1.11.   PIRR (Category E). PIRR members *are not* eligible to apply for the RDEDB.

1.12. Waivers. Applicants requesting eligibility waivers must submit a letter of justification signed by them and their rater with their application. The RDEDB President will evaluate and make final decisions on all waiver requests prior to the board convening (See Attachment 5 for sample waiver letter). It is the responsibility of the applicant to submit a waiver on their own behalf. Failure to submit a required waiver with the application will render the package incomplete and not eligible to meet this board.

1.13.   vPC-GR Application Withdrawal Procedures. Once an application is submitted through vPC-GR, officers wishing their application be withdrawn from consideration can do so on their own as long as the application is still in coordination and not yet to ARPC. Once an application is submitted to ARPC, officers wishing to withdraw their application from consideration must submit an email request to the ARPC Developmental Education Team at arpc.dptf.rdedb@arpc.denver.af.mil no later than **6 Oct 2014**. Please put "Application withdrawal request for [Rank First Last Name]" in the subject line. Upon receipt of this request, ARPC Developmental Education Team will delete the officer's application.

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 course will be reviewed to determine participation.

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 selects opportunity to attend the respective DE in-residence course.

1.16.   RDEDB Course Withdrawal Procedures. Once selected for and notified of school selection, all requests for withdrawals will go through the member's Senior Rater and received by ARPC/DPAF for processing no later than 30 days after selection notification. ARPC.DPAF will coordinate member's request through HQ AFRC/A1 and AF/REP to 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.

1.17.   Equivilancy IDE/SDE Credit Procedures. All requests for equivilancy credit will be sent by e-mail directly to the ARPC Developmental Education Team at arpc.dptf.rdedb@arpc.denver.af.mil no later than **19 September 2014** with supporting documentation including Certificate of Completion (e.g. transcripts, diploma), proof of competive selection (e.g. notification or selection letter/e-mail), and proof of attendance (e.g. orders, travel voucher). Please put "Equivlancy Credit request for [Rank First Last Name]" in the subject line. Upon receipt of this request, the ARPC Developmental Education Team will process for RDEDB President Approval.

2. **Application Process.** Applicants must submit a completed nomination package via vPC-GR. Completed applications must be vetted through the appropriate Rater, Final Endorsement Authority (FEA), MPS/RMG/RIO Program Manager/NAF A1 as applicable to meet the **19 September 2014, NLT 1630 MST ARPC suspense** (see

Tables 1 and 2 for routing). It is imperative that applicants pay particular attention to the eligibility criteria outlined above in Paragraph 1 as well as requirements for each course to which they are applying as noted in the course description in Attachment 2. Partial applications will not be accepted. ***All coordinators must have a vPC-GR account, including Sister Services, located on the myPERS website. To accomplish, click on "Create Account" and complete ALL pertinent information.***

    2.1. Course Selection. Applicants must first select, and then prioritize all DE programs for which they are eligible. If an individual is selected by the RDEDB, an applicant's school preferences, and experience combined with the needs of the AFR, will be considered. Applicants must **prioritize all schools** in which they are eligible. For example, for IDE applicants, the following courses must be prioritized: Air Command and Staff College, Army Command and General Staff College, and Marine Command and Staff College. For SDE applicants, the following courses must be prioritized: Air War College, Army War College, National War College, and Naval War College.

        2.1.1. Prerequisite Courses: Several courses not listed above are available for voluntary selection and prioritization provided the applicant meets the course prerequisites. These IDE courses include: AF Legislative Fellowship and the Advanced School of Air Mobility. For SDE, these courses include: Harvard Fellowship, SecDef Corporate Fellowship, Inter-American Defense College, and the Joint Advanced Warfighter School. The School of Advanced Air and Space Studies (SAASS) is an Advanced Studies Group program, not considered IDE or SDE. Therefore, both O-4 and O-5 applicants may include SAASS within their prioritization list as long as the SAASS course prerequisites are met.   Specific course prerequisites are below:

            2.1.1.1. IDE courses with a prerequisite.
- AF Legislative Fellowship
  - Able to fulfill mandatory 3-year Active Duty tour
- Advanced School of Air Mobility
  - GRE/GMAT requirement

            2.1.1.2. SDE courses with a prerequisite.
- Harvard Fellowship
  - Able to fulfill mandatory 3-year follow-on tour
- SECDEF Corporate Fellowship
  - Master's Degree requirement
  - Able to fulfill mandatory 3 year Active Duty tour
- Inter-American Defense College IADC)
  - Current Language Proficiency Test (DLPT) of 2/2 in Spanish of higher must be included with application
- Joint Advanced Warfighter School (JAWS)
  - Assignment following graduation will be a Combatant Command (COCOM) Joint Duty Assignment List (JDAL) position (part-time or full-time reserve category based on reserve category at time of selection for (JAWS)

            2.1.1.3. Advanced Studies Group program, School of Advanced Air and Space Studies' prerequisite. This course is not considered IDE or SDE.
- IDE complete, or
- Regionally accredited Master's degree (an undergraduate GPA of at least 3.25 is required if a Master's degree has not yet been attained)
- Course is open to both O-4s and O-5s

    2.2. Board Packages. Along with the application, the board will also consider/review each applicant's OPRs, R-ODP, DT Results, Decorations, Academic Education, Deployments, Assignment History, Projected Date of Rank.

2.2.1. OPRs. The last five are reviewed by the board. 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. If the applicant needs assistance, contact the Total Force Service Center-Denver at 1-210-565-0102 or DSN 665-0102.

2.2.2. R-ODP. 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.

2.2.3. Decorations. All updated MilPDS decorations will be viewable, the three most recent are reviewed by the board. This information is accessible in vMPF for viewing as well as in PRDA. If the applicant needs assistance, contact Recognitions at the TFSC-Denver at1-210-565-0102 or DSN 665-0102.

2.2.4.   Academic Education. The board reviews the two most recent levels of education, to include your academic specialty. The Air Force Institute for Technology (AFIT) is the single input source for updating academic education.   Official Transcript is required to make changes/updates. Send 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

2.2.5. Deployment. 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-ODP for board consideration.

2.2.6. Assignment History. This reflects the applicant's last 10 duty assignments, including Duty AFSC. Usually, this mirrors the applicant's OPRs. This information is accessible in vMPF for viewing. If the applicant needs assistance, contact Careering at the TFSC-Denver at 1-210-565-0102 or DSN 665-0102.

2.2.7. 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. If the applicant needs assistance, contact the MPS/RMG/RIO Program Manager.

2.2.8. **DT Results. P**revious DT results including all vectors, KPL list and DE recommendations.

2.3. Roles and Responsibilities in vPC-GR. The roles and responsibilities guidelines are to enable each level of leadership to efficiently complete their coordination.

2.3.1 For Majors and Major Selects applying for IDE courses (See Table 1):

2.3.1.1. Applicant (O-4 or O-4 select). It is the applicant's responsibility to read *all* instructions and understand eligibility requirements, prerequisites and application process. The applicant is responsible for creating, submitting, meeting all required deadlines and monitoring the status of the application at all times.   Applicants should work closely with their Raters and Final Endorsement Authority to ensure school selections are aligned with their future goals and professional development.

Applicant comments are mandatory. Comments should include applicant's desire to attend a specific course and the utility of their attendance at that course as a minimum.

2.3.1.2. Rater. The role of the Rater is to validate and ensure the information on the submitted application is complete. 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 being 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). ***The application cannot be submitted to ARPC at this point. The Rater can disapprove the application, return it to the member, or forward it to the MPF (for TRs and AGRs) or to the RMG/RIO Detachment Program Manager (for IMAs) at this point.***

2.3.1.3. Final Endorsement Authority (FEA). The role of the FEA is to review the application. Must also state whether or not they support the officer's attendance at the school(s) and identify how they feel the member will be able to utilize the knowledge gained from the school(s).

The FEA must also provide rankings in the required blocks for all applicants they are endorsing. For example, if an FEA has 15 applicants than "Officer is rated as my number 1 of 15 of those nominated." ***The application cannot be submitted to ARPC at this point. The FEA can disapprove the application, return it to the member, or forward it to the MPF (for TRs and AGRs) or to the RMG/RIO Detachment Program Manager (for IMAs) at this point.***

2.3.1.4. MPF Management, RMG/RIO Detachment Program Manager, MAJCOM A1 and NAF/A1 roles in vPC-GR. MPF Management, RMG/RIO Detachment Program Manager, MAJCOM A1 and the NAF A1 roles have multiple tasks to ensure accuracy and completeness of each O-4 and O-4 select application prior to initial routing/submission to the FEA level (as noted in Table 1). MAJCOM A1 routing is consistent with MPF Management, RMG/RIO Detachment PM, and NAF/A1 roles for the quality check of applications from members assigned outside of a traditional unit structure. The MPF Management, RMG/RIO Detachment Program Manager, and the NAF A1 roles are responsible for using the checklist (Attachment 3) to verify all required information is in the application.

Once the quality check is complete, the MPF Management, RMG/RIO Detachment Program Manager and the NAF A1 roles will compile the applications for the FEA to rack and stack.

After the FEA completes their comments, the MPF Management, RMG/RIO Detachment Program Manager or NAF A1 will do a final review then submit the completed applications to ARPC by the deadline. ***This role has the ability to route the application in all levels.***

2.3.1.5. Individuals. An individual can be forwarded an application to review; however, this role will only allow the recipient to view the application then route the application back to the role from where it was received. ***An individual cannot submit an application to ARPC.***

Table 1. Routing Sequence for IDE courses – Majors and Major Selects

Intermediate Developmental Education (IDE) for O-4s and O-4 Selects					
ROUTING SEQUENCE	**Rater/1st LEVEL**	**Initial Quality Check/2nd LEVEL**	**FEA/3rd LEVEL**	**Final Review/ 4th LEVEL**	**FINAL LEVEL**
Unit/Wing TR/AGR/ART	Rater	MPF Management	Wing/CC[1]	MPF Management	HQ ARPC
IMA	Rater	RMG/RIO Det Program Manager	Senior Rater[1]	RMG/RIO Det Program Manager	HQ ARPC
RMG/RIO TR/AGR/ART	Rater	MAJCOM/A1[2]	RMG/RIO/CC[1]	MAJCOM/A1[2]	HQ ARPC

HQ NAF TR/AGR/ART	Rater	NAF/A1	NAF/CC[1]	NAF/A1	HQ ARPC
ARPC AGR	Rater	MPF Management	ARPC/CC[1]	MPF Management	HQ ARPC
RE/AFRC/HAF/CCDR, Other DOD agencies TR/AGR/ART	Rater	MAJCOM A1[2]	AF/RE[1] AFRC/CC[1]	MAJCOM/A1[2]	HQ ARPC

NOTE 1: The Rater and the FEA can potentially be the same

2: MAJCOM A1 routing is consistent with MPF Management, RMG/RIO Detachment PM, and NAF/A1 roles for the quality check of applications from members assigned outside of a traditional unit structure.

2.3.2   Lt Colonels and Lt Colonel Selects applying for SDE courses (See Table 2):

2.3.2.1. Applicant (O-5 or O-5 select). It is the applicant's responsibility to read *all* instructions and fully understand eligibility requirements, prerequisites and application process. All courses must be prioritized IAW paragraph 2.1 in the invitation to apply.. The applicant is responsible for creating, submitting, meeting all required deadlines, and monitoring the status of the application at all times. Applicants should work closely with their Raters and Final Endorsement Authority to ensure school selections are aligned with their future goals and professional development.

Applicant comments are mandatory. Comments should include the applicant's desire to attend a specific course and the utility of their attendance at that course as a minimum.

2.3.2.2. Rater. The role of the Rater is to validate and ensure the information on the submitted application is complete. 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 being 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) as a minimum. ***The application cannot be submitted to ARPC at this point.   The Rater can disapprove the application, return it to the member, or forward it to the MPF (for TRs and AGRs) or to the RMG/RIO Detachment Program Manager (for IMAs) at this point.***

2.3.2.3. Final Endorsement Authority (FEA). The role of the FEA is to review the application. FEA must also state whether or not they support the officer's attendance at the school(s) and identify how they feel the member will be able to utilize the knowledge gained from the school(s).

The FEA must also provide rankings in the required blocks for all applicants they are endorsing. For example, if an FEA has 15 applicants than "Officer is rated as my number 1 of 15 of those nominated". ***The application cannot be submitted to ARPC at this point.   The FEA can disapprove the application, return it to the member, or forward it to the MPF (for TRs and AGRs) or to the RMG/RIO Detachment Program Manager (for IMAs) at this point.***

2.3.2.4. MPF Management (Unit/Wing). The MPF Management (Unit/Wing) role has a two part task to ensure accuracy and completeness of each **Unit and Wing TR/ART/AGR O-5 or O-5 select** application prior to initial routing/submission to the next level. The MPF Management (Unit/Wing) role is responsible for using the checklist (Attachment 3) to verify all required information is in the application. Once complete, MPF Management (Unit/Wing) forwards to the NAF/A1 as noted in Table 2. ***This role has the ability to route the application in all levels.***

2.3.2.5. RMG/RIO Detachment Program Manager (IMA). The RMG/RIO Detachment Program Manager (IMA) has multiple roles to ensure accuracy and completeness of each **O-5 or O-5 select IMA** application prior to initial routing/submission to the next level. The RMG/RIO Detachment Program Manager (IMA) function is responsible for using the checklist (Attachment 3) to verify all required information is in the application. Once complete, the RMG/RIO Detachment Program Manager (IMA) will compile the applications for the FEA to rack and stack, then forward the applications to the FEA as noted in Table 2 for completion to include adding the appropriate ranking on each application. After the FEA completes their comments, the RMG/RIO Detachment Program Manager (IMA) will do a final review then submit the completed application to ARPC by the deadline. *This role has the ability to route the application in all levels.*

2.3.2.6. MPF Management (RMG/RIO/ARPC/RE/AFRC for TR/AGR/ARTs). The MPF Management (RMG/RIO/ARPC/RE/AFRC) role has multiple tasks to ensure accuracy and completeness of each **O-5 or O-5 select** application prior to initial routing/submission to the next level. The MPF Management (RMG/RIO/ARPC/RE/AFRC) function is responsible for using the checklist (Attachment 3) to verify all required information is in the application. Once complete, the MPF Management (RMG/RIO/ARPC/RE/AFRC) will compile the applications for the FEA to rack and stack, then forward the applications to the FEA as noted in Table 2 for completion to include adding the appropriate ranking on each application.

After the FEA completes their comments, the MPF Management (RMG/RIO/ARPC/RE/AFRC) will do a final review then submit the completed application to ARPC by the deadline. *This role has the ability to route the application in all levels.*

2.3.2.7. NAF/A1. The NAF/A1 role has multiple tasks to ensure accuracy and completeness of each **HQ NAF TR/AGR/ART O-5 or O-5 select** application as well as each **Unit and Wing TR/ART/AGR O-5 or O-5 select** application prior to routing to the next level. The NAF/A1 function is responsible for using the checklist (Attachment 3) to verify all required information is in the application for HQ NAF applications. Once complete, the NAF/A1 will compile all O-5 and O-5 select applications for the FEA to rack and stack, then forward them to the FEA as noted in Table 2 for completion to include adding the appropriate ranking on each application.

After the FEA completes their comments, NAF/A1 will do a final review then submit the completed application to ARPC by the deadline. *This role has the ability to route the application in all levels.*

2.3.2.8. Individuals. An individual can be forwarded an application to review; however, this role will only allow the recipient to view the application then route the application back to the role from where it was received. *An individual cannot submit an application to ARPC.*

Table 2. Routing Sequence for SDE courses – Lt Col and Lt Col Selects

Senior Developmental Education (SDE) for O-5 and O-5 Selects					
ROUTING SEQUENCE	**Rater/1st LEVEL**	**Initial Quality Check/2nd LEVEL**	**FEA Prep/3rd LEVEL**	**FEA/4th LEVEL**	**Final Review/5th LEVEL**	**FINAL LEVEL**
Unit/Wing TR/AGR/ART	Rater	MPF Management	NAF/A1	NAF/CC[1]	NAF/A1	HQ ARPC
IMA	Rater	RMG/RIO Detachment Program Manager		GO designated as Sr Rater[1]	RMG/RIO Det Program Manager	HQ ARPC
RMG/RIO TR/AGR/ART	Rater	MAJCOM A1[2]		RMG/RIO/CC[1]	MAJCOM A1[2]	HQ ARPC

HQ NAF TR/AGR/ART	Rater	NAF/A1	NAF/CC[1]	NAF/A1	HQ ARPC
ARPC AGR	Rater	MPF Management	ARPC/CC[1]	MPF Management	HQ ARPC
RE/AFRC/HAF/CCDR, Other DOD agencies TR/AGR/ART /AFRC TR/AGR/ART	Rater	MAJCOM A1[2]	AFRC/CC[1] AF/RE[1]	MAJCOM A1[2]	HQ ARPC

NOTE 1: The Rater and the FEA can potentially be the same

2: MAJCOM A1 routing is consistent with MPF Management, RMG/RIO Detachment PM, and NAF/A1 roles for the quality check of applications from members assigned outside of a traditional unit structure.

3. Instructions for Routing Application in vPC-GR:

3.1. Intermediate Developmental Education (IDE) for O-4s and O-4 Selects Application Steps

3.1.1. Applicant's Steps
- Apply through vPC-GR Dashboard under the "Action Request" tab
- Click on the RDEDB Application link
- Complete Personal Information:
  - Phone Number
  - E-mail address
  - Primary Mailing Address
  - Civilian Occupation
- Select your desired course(s):
  - Indicate each course priority (1st choice, 2nd choice, etc…)

IDE courses with prerequisites. The following courses should be voluntarily prioritized if the prerequisites are met:
  - AF Legislative Fellowship due to mandatory 3-year Active Duty follow-on tour
  - Advanced School of Air Mobility due to GRE/GMAT requirement

Advanced Studies Group program with a prerequisite:
  - School of Advanced Air and Space Studies
    - This course does not count as IDE or SDE
    - This course is open to both O-4s and O-5s

Attach all required documents as applicable (PDF files are preferred):
  - Individual Fitness Assessment History Report (Required for all courses)
  - Waiver letter(s) as applicable (Attachment 4)
  - College Transcripts (Advanced School of Air Mobility, School of Advanced Air and Space Studies)
  - GRE/GMAT Test Scores (Advanced School of Air Mobility)
- Complete the Justification box
- Complete Signature block
- Select your Rater in the following manner:
  - Click on the "Select Account" button
  - Type in the individuals First and Last Name
  - Click Search
  - Highlight the member's name until it turns green
  - Click Select
- Enter initials, acknowledging 3-year service commitment upon completion of course
- Click Submit

3.1.2. Rater's Steps

- Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Review applicants information:
    - School choices and ranking
    - Attachments
    - 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):
    - Complete Comments section
    - Fill in Length of Supervision (number of years/months)
    - Mark appropriate "Yes/No" in "Consider this officer an appropriate candidate for school(s) desired" section
    - Complete your personal information:
        - Rank/Name
        - Signature/Duty Title
        - Phone/Unit
- Select proper "Senior Rater/FEA" (See Table 1):
    - In the "Senior Rater/Final Endorsement Authority" block:
        - Click on the "Select Account" button
        - Type in the FEA's First and Last name in accordance with Table 1
        - Click Search
        - Highlight the FEA's name until it turns green
        - Click Select
- In the "Next Coordination" block:
    - Select role of: "MPS Management" if unit/wing/AFRC/RE/ARPC/RMG/RIO
    - Select Role of: "NAF/A1" for HQ NAF
    - Select role of: "RMG/RIO Program Manager" for IMAs
- Click Submit

3.1.3. MPF Management/NAF/RMG/RIO Detachment PM/MAJCOM A1 Steps
- Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Review applicant's eligibility information and school choices, then complete the quality review checklist (Attachment 3)
- Review Rater's recommendations to ensure there are comments
- Package all applications for FEA to rack and stack/work with FEA to facilitate rankings
- Do not fill out the "ARPC Remarks" comments box. This section is only for return remarks from ARPC to the unit/member.
- Under "Next Coordination":
    - Select role of: "Senior Rater/FEA"
- Click Submit

3.1.4. Final Endorsement Authority Steps
- Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Double click on the RDEDB Applicant to open individual application record
- Review applicant's school choices
- Review Rater's recommendation
- 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):

- Select Do/Do Not Support Officer's attendance at the school(s) requested
- Rank order applicant compared to other **RDEDB O-4 and O-4 select** applicants nominated
- Complete follow-on assignment recommendation section
- Complete your personal information:
  - Rank/Name
  - Signature/Duty Title
  - Phone/Unit
- In the "Next Coordination" block:
  - Select role of: "MPF Management" if unit/wing/AFRC/RE/ARPC/RMG/RIO
  - Select Role of: "NAF/A1" for HQ NAF
  - Select role of: "RMG/RIO Program Manager" for IMAs
- Click Submit

3.1.5. MPF Management/NAF/RMG/RIO Detachment PM/MAJCOM A1 Steps
Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Check that FEA recommendations are filled out and rankings are included
- Do not fill out "ARPC remarks" comments box; this is for return remarks from ARPC
- In the "Next Coordination" block:
  - Select role of: "ARPC"
- Click Submit

3.2. Senior Developmental Education (SDE) for O-5 and O-5 Selects Application Steps

3.2.1. Applicant's Steps
- Apply through vPC-GR Dashboard under the "Action Request" tab
- Click on the RDEDB Application link
- Complete applicant personal information:
  - Phone Number
  - E-mail address
  - Address
  - Civilian Occupation
- Select your desired course(s):
  - Indicate each course priority (1st choice, 2nd choice, etc…)

SDE Courses with prerequisites. The following courses should be voluntarily prioritized if the prerequisites are met:
  - Harvard Fellowship due to a mandatory 3-year Active Duty AGR follow-on tour
  - Inter-American Defense College (IADC) due to foreign language requirement
  - SECDEF Corporate Fellowship due to Master's Degree requirement

Advanced Studies Group program with a prerequisite:
  - School of Advanced Air and Space Studies
    - This course does not count as IDE or SDE
    - This course is open to both O-4s and O-5s

Attach all required documents as applicable (PDF files are preferred):
  - Individual Fitness Assessment History Report (Required for all Courses)
  - Waiver letter(s) as applicable (Attachment 4)
  - Current Language Proficiency Test (Inter-American Defense College)
  - Air Force Biography (JFK School of Government Fellowship)
- Complete the Justification box
- Complete Signature block

- Select your Rater in the following manner:
    - Click on the "Select Account" button
    - Type in the individuals First and Last name
    - Click Search
    - Highlight the member's name until it turns green
    - Click Select
- Enter Initials, acknowledging 3-year service commitment upon completion of course
- Click Submit

3.2.2. Rater's Steps
- Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Review applicants information:
    - School choices and ranking
    - Attachments
    - 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):
    - Complete Comments section
    - Fill in Length of Supervision (number of years/months)
    - Mark appropriate "Yes/No" in "Consider this officer an appropriate candidate for school(s) desired" section
    - Complete your personal information:
        - Rank/Name
        - Signature/Duty Title
        - Phone/Unit
- Select proper "Senior Rater/FEA" (See Table 2):
    - In the "Senior Rater/Final Endorsement Authority" block:
        - Click on the "Select Account" button
        - Type in the FEA's First and Last name in accordance with Table 2
        - Click Search
        - Highlight the FEA's name until it turns green
        - Click Select
- In the "Next Coordination" block:
    - Select role of: "MPS Management" if unit/wing/AFRC/RE/ARPC/RMG/RIO
    - Select Role of: "NAF/A1" for HQ NAF
    - Select role of: "RMG/RIO Detachment Program Manager" for IMAs
- Click Submit

3.2.3. MPF Management/NAF/RMG/RIO Detachment PM/MAJCOM A1 Steps
- Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Review applicant's eligibility information and school choices, then complete the quality review checklist (Attachment 3)
- Review Rater's recommendations to ensure there are comments
- Package all applications for FEA to rack and stack/work with FEA to facilitate rankings
- Do not fill out the "ARPC Remarks" comments box. This section is only for return remarks from ARPC to the unit/member.
- In the "Next Coordination" block:
    - Select role of: "Senior Rater/FEA"

- Click Submit

3.2.4. Final Endorsement Authority Steps
- Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Double click on the RDEDB Applicant to open individual application record
- Review applicant's school choices
- Review Rater's recommendation
- 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):
    - Select Do/Do Not Support Officer's attendance at the school(s) requested
    - Rank order applicant compared to other RDEDB applicants nominated
    - Complete follow-on assignment recommendation section
    - Complete your personal information:
        - Rank/Name
        - Signature/Duty Title
        - Phone/Unit
- In the "Next Coordination" block:
    - Select role of: "MPF Management" if unit/wing/AFRC/RE/ARPC/RMG/RIO assigned TRs/ARTs/AGRs
    - Select Role of: "NAF/A1" for HQ NAF
    - Select role of: "RMG/RIO Program Manager" for IMAs
- Click Submit

3.2.5. MPF Management/NAF/RMG/RIO Detachment PM/MAJCOM A1 Steps
Access the member's application by logging on to vPC-GR Dashboard under the "Worklist" tab
- Check that FEA recommendations are filled out and rankings are included
- Do not fill out "ARPC remarks" comments box; this is for return remarks from ARPC
- In the "Next Coordination" block:
    - Select role of: "ARPC"
- Click Submit

4. Funding. All RDEDB courses are centrally funded with RPA funds for TRs, IMAs, and ARTs attending in military status. ART members who attend in civilian status will be funded by unit O&M funds. AGR members will be funded by unit O&M funds for travel and per diem. After funding has been allocated, member must have their respective units request orders by normal methods. ARPC *IS NOT* the POC for funding issues. AFRC/A1KO is the overall POC for all funding matters.

5. Post School Assignment Outplacement: All selects should understand AFRC's in-residence student outplacement process. In-residence student's primary point of contact is their career field assignment facilitator.

6. Point of Contacts. Questions concerning your RDEDB application should be directed to your respective chain of command to include MPS, RMG/RIO Detachment Program Manager, or NAF *before* contacting ARPC. If further clarification is required, call the Total Force Service Center-Denver at 1-210-565-0102 or DSN 665-0102.

INTERMEDIATE DEVELOPMENTAL EDUCATION COURSES

COURSE	DESCRIPTION	REQUIREMENTS	NOTES
Advanced Study of Air Mobility (ASAM)	The Advanced Study of Air Mobility curriculum is designed to provide a very select group of air mobility officers with an in-depth education in the Global Reach concept. The course of study has three distinct parts; an accredited Air Force Institute of Technology (AFIT) Master of Science in Logistics degree, USAF Expeditionary Center (USAF EC) core courses, and site visits to Department of Defense, allied, and industrial entities with application to mobility. The goal of ASAM is to cultivate a core of mobility experts to lead the Air Mobility Command (AMC) in the future. See specific course requirements before applying. Course Information: https://www.usafec.af.mil/students/ecr/registrar/asam/index.asp	O-4 & O-4 Selects Notes: 1-6, 9-12, 16	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: McGuire AFB, NJ See Para 2.1.1
Air Force Legislative Fellowship	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. Course Information: http://www.au.af.mil/au/afri/aff/	O-4 & O-4 Selects Notes: 1-6, 8, 13-15	Course Dates: Jun 2015 – Dec 2016 Length: 18 Months Location: Washington DC See Para 2.1.1
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: http://www.au.af.mil/au/acsc/	O-4 & O-4 Selects Notes: 1- 7, 12	Course Dates: Jul 2015 – Jun 2016 Length: 12 Months Location: Maxwell AFB, AL
Army Command & General Staff College	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: http://usacac.army.mil/cac2/CGSC/index.asp	O-4 & O-4 Selects Notes: 1-7	Course Dates: Aug 2015 – Jun 2016 Feb 2016 – Dec 2017 Length 12 Months Location: Ft Leavenworth, KS

National Intelligence University (NIU)	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. Course Information: http://www.ni-u.edu/index.html	O-4 & O-4 Selects Notes: 1-7, 12	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: Bolling AFB, DC
Marine Command and Staff College	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: http://www.mcuf.org/mcu_csc.html	O-4 & O-4 Selects Notes: 1-7	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: Quantico, VA
Air Officer Commanding (AOC)	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 US Air Force Academy Cadet Wing. (See attachment 3) Course Information: http://www.usafa.edu/df/dfbl/leadership.cfm	O-4 & O-4 Selects Rated AFSCs only Notes: 1-6, 9	Course Dates; May 2015 – Jun 2016 Length: 12 Months Location: Colorado Springs, CO

NOTE:
1. Must have a current and passing Air Force Physical Fitness Test
2. Must be a pinned on Major before class start date
3. Minimum of 4 years retainability
4. Incur a 4 year reserve service commitment after graduation
5. Selects will participate in the AFRC student outplacement process; assignments are based on the needs of the Command
6. AGRs must have 2 years' time on station by 30 Jun 15
7. Joint PME Phase 1 awarded upon completion
8. 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.)
9. Select will be assessed onto a three year AGR tour prior to beginning the master's program at UCCS.
10. Must have a 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

11. Must have grade of B or higher in college algebra
12. Must have GRE score with a combined verbal and quantitative score of 1100 (minimum 500 verbal and 600 quantitative) or a GMAT score of 550 or higher.
13. TS/SCI security clearance must be obtained prior to class start date.
14. Member and rater must acknowledge that member may remain out of career field for up to 4.5 years (18 month program + 3 years ADSC)
15. If selected as a candidate you will be required to have a face to face board in Washington DC before final course selection and have to provide an Air Force formatted biography or resume.
16. Must have completed any IDE in-residence

SENIOR DEVELOPMENTAL EDUCATION COURSES

COURSE	DESCRIPTION	REQUIREMENTS	NOTES
Air War College	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: http://www.au.af.mil/au/awc/awchome.htm	O-5 & O-5 Selects Notes: 1-7, 12	Course Dates: Jul 2015 – Jun 2016 Length: 12 Months Location: Maxwell AFB, AL
Army War College	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: http://www.carlisle.army.mil	O-5 & O-5 Selects Notes: 1-7	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: Carlisle, PA
Dwight D. Eisenhower School for National Security & Resource Strategy (Formerly ICAF)	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: http://www.ndu.edu/Academics/CollegesCenters/TheEisenhowerSchool.aspx	O-5 & O-5 Selects Notes: 1-7	Course Dates: Aug 2015 – Jun 2016 Length: 12 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: http://ksgexecprogram.harvard.edu/Features/nsf.aspx	O-5 & O-5 Selects Notes: 1-6, 8, 10	Course Dates: Jul 2015 – May 2016 Length: 12 Months Location: Harvard, MA See Para 2.1.2
Inter-American Defense College (IADC)	Inter-American Defense College educates and prepares senior officers from the Americas for positions of greater responsibility and fosters communication and cooperation among western hemisphere nations. See specific course requirements before applying specifically the language requirement. Course Information: http://iadb.jid.org/	O-5 & O-5 Selects Notes: 1-6, 9	Course Dates: Jul 2015 – Jun 2016 Length: 12 Months Location: Ft McNair, Wash DC See Para 2.1.2
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: https://jfsc.ndu.edu/schools_programs/jaws/default.asp	0-5 & 0-5 Selects Notes: 1-6, 13	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: Quantico, VA
Naval War College	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: http://www.usnwc.edu	O-5 & O-5 Selects Notes: 1-7	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: Newport, RI
National War College	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: http://www.ndu.edu/Academics/CollegesCenters/NationalWarCollege.aspx	O-5 & O-5 Selects Notes: 1-7	Course Dates: Aug 2015 – Jun 2016 Length: 12 Months Location: Ft McNair, Wash DC

SECDEF Corporate Fellowship (SDCFP)	SDCFP 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 SDCFP 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. Course Information: http://dcmo.defense.gov/corporate-fellows-program/	O-5 & O-5 Selects Notes: 1-6, 8, 11	Course Dates: Jul 2015 – May 2016 Length: 12 Months Location: Arlington, VA Fortune 500 Corporation See Para 2.1.1

NOTES:
1. Must have a current passing Air Force Physical Fitness Test
2. Must be a pinned on Lt Col before class start date
3. Minimum of 4 years retainability
4. Incur a 4 year reserve service commitment after graduation
5. Selects will participate in the AFRC student outplacement process; assignments are based on the needs of the Command
6. AGRs must have 2 years' time of station prior to 30 Jun 15
7. Joint PME Phase II awarded upon completion
8. 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.)
9. Current Language Proficiency Test (DLPT) of 2/2 in Spanish or higher must be included with application
10. Air Force Formatted Biography must be included with application
11. Must have a Master's Degree
12. TS/SCI security clearance must be obtained prior to class start date
13. Assignment following JAWS graduation will be to a COCOM JDAL position (part-time or full-time reserve category based on the reserve category member is at time of selection)

ADVANCED OFFICER PROFESSIONAL DEVELOPMENT

COURSE	DESCRIPTION	REQUIREMENTS	LOCATION
School of Advanced Air and Space Studies (SAASS)	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. This course does not count as IDE or SDE. Specific Course Information: http://www.au.af.mil/au/saass/curriculum.asp	O-4 or O-5 Notes: 1-13	Course Dates: Jul 2015 – Jun 2016 Length: 12 Months Location: Maxwell AFB, AL See Para 2.1.1.1. and 2.1.1.3.

NOTES:
1. Must have a current and passing Air Force Physical Fitness Test
2. May be a Major or Lieutenant Colonel to apply
3. Cannot be a SDE graduate
4. Must have completed IDE in residence, by correspondence, or through distance learning
5. Minimum of 3 years retainability
6. Incur a 3 year service commitment after graduation
7. Potential PCS placement to Key/Command/Joint Duty Assignment List (KCJ) position after graduation, subject to needs of the Command
8. AGRs must have 2 years' time on station prior to Report No Later Than Date (RNLTD)
9. Must be a volunteer
10. Must have a Master's Degree from an accredited institution or have an undergraduate degree with a GPA of 3.25 or higher
11. Must have less than 16 years total active commissioned service
12. TS/SCI security clearance must be obtained prior to class start date
13. 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

Attachment 3

Overview of the Air Officer Commanding (AOC)
at the United States Air Force Academy (USAFA) Program

Objective: The primary purpose of the Squadron Air Officer Commanding program is develop high potential Reserve officers and enhance USAFA's opportunity to present a total force image of officership.

AFSC: 81C0: Commander, Cadet Squadron, commands a squadron of the US Air Force Academy Cadet Wing.

Prerequisite: As part of the AOC program, select will attend the University of Colorado at Colorado Springs the first year to obtain a Master's Degree in Counseling. Upon completion of the program select will receive Intermediate Developmental Education (IDE) in-residence credit.

Scope of Responsibility: Commander, Cadet Squadron, USAF Academy. Commands a squadron of the US Air Force Academy Cadet Wing. 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 cadets. Aids them through academic, conduct, aptitude, athletic or honor probation by establishing a formal rehabilitation program. Evaluates cadets. 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.

Attachment 4

RDEDB APPLICATION CHECKLIST for A1 COMMUNITY

Applicant (Rank/Name): _____   SSN (Last 4): _____

Quality Reviewer (Name/Rank): _____   Reviewer Unit/Phone: _____

Has Applicant completed their personal information?
- ☐ Rank
- ☐ Component
- ☐ Phone Number
- ☐ E-mail
- ☐ AFSC
- ☐ Primary Mailing Address
- ☐ Civilian Occupation

Has the applicant applied for only the courses that they are eligible for?
- ☐ IDE - Must be a Major or Maj Select with pin on date before class start date
- ☐ SDE - Must be a Lt Col or Lt Col Select with pin on date before class start date

Have Applicant, Rater and FEA's sections been completed?
- ☐ Applicant's Section and Justification
- ☐ Rater's Section and Justification
- ☐ FEA's Section and Endorsement (member Racked/Stacked)

Has the applicant included all applicable attachments?

All courses:
- ☐ Individual Fitness Assessment History report from AFFMS
  (Must have a current and passing Air Force Physical Fitness Test)
- ☐ Waivers (if applicable, e.g. Fitness Profile, TFCSD, MSD, and Participation)

- ☐ Harvard National Security Fellowship (SDE):
  Air Force formatted Biography

- ☐ SECDEF Corporate Fellowship (SDE):
  Must have a Master's Degree

- ☐ Inter-American Defense College
  Current Language Proficiency Test (DLPT) of 2/2 in Spanish or higher must be included with application

- ☐ Advanced School of Air Mobility (IDE):
  Bachelors Degree w/ GPA 3.25 or higher on 4.0 scale (preferably in business administration, transportation, logistics, economics, mathematics, or engineering)
  GRE with a combined verbal and quantitative score of 1100 (minimum 500 verbal and 600 quantitative) or a GMAT score of 550 or higher
  Transcripts showing undergraduate mathematics through College Algebra with a B or higher

School of Advanced Air and Space Studies (IDE or SDE):
- ☐ Graduate from an intermediate service school
- ☐ Master's Degree from an accredited institution or transcripts showing possession of an undergraduate degree with a GPA of 3.25 or higher
- ☐ Have less than 16 years total active commissioned service

Does applicant have minimum service/retainability?
- ☐ AGRs must have 2 years time-on-station by 30 Jun 2015
- ☐ Majs and Maj selects must have fewer than 18 years TFCS by July 2015
- ☐ Lt Cols and Lt Col selects must have fewer than 26 years TFCS by July 2015

- ☐ Minimum of 4 years retainability

Waiverable Items. If one or more of the below eligibility criteria are not met, the applicant must submit a waiver for application consideration:

Fitness Assessment Profile:
- o For those applicants who do not have a current and passing Fitness Assessment must submit a waiver with their application for consideration

Total Federal Commissioned Service Date (TFCSD):
- o Lieutenant Colonels, and Lieutenant Colonel Selects must have fewer than 26 years TFCS
- o Majors and Major Selects must have fewer than 18 years TFCS

Mandatory Separation Date (MSD):
- o Retainability (48 Months): All RDEDB courses require 48 months retainability after the graduation date. If applicant's MSD is prior to July 2020, they must submit a waiver for the courses selected in this section

Participation:
- o Any applicant who does not have satisfactory participation for the past 5 years must submit a waiver explaining the absent time period(s) to the board

Disqualifying Items. If one or more of the below eligibility criteria are not met, the applicant *is NOT* eligible to apply:
- o Current Unfavorable Information File (UIF)
- o No current and passing Fitness Assessment
- o Not having the required prerequisites for a course

Attachment 5

SAMPLE WAIVER REQUEST LETTER

MEMORANDUM FOR RDEDB PRESIDENT

FROM: Rank First 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) due to (PROVIDE JUSTIFICATION HERE).

2. I can be reached at (INSERT CONTACT NUMBER/EMAIL ADDRESS HERE). Thank you for your consideration.

MEMBER SIGNATURE BLOCK

RATER SIGNATURE BLOCK