



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER



ARPCM 18-13
6 July 2018

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) 2019 – 2020 RDEDB Convening Notice and Invitation to Apply
Instructions; **ARPC SUSPENSE: 21 September 2018.**

1. The AY 2019/2020 Reserve Developmental Education Designation Board (RDEDB) will convene 22-26 October 2018 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 21 September 2018, 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 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 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 RDEDB process, please consult the attached application instructions first. Further questions can be addressed by contacting your Military Personnel Section, RIO Detachment, Force Support Squadron, or MAJCOM as appropriate, or by calling the Total Force Service Center at 1-800-525-0102.

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Commander

4 Attachments:

1. RDEDB Application Instructions
2. Course Descriptions
3. Application Review Checklist
4. Waiver Request Letter Template

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Attachment 1 APPLICATION INSTRUCTIONS

1.1. Eligibility Criteria & Waiver Requests. These requirements are guidelines to ensure the applicant is aware of specific eligibility criteria. 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. If any of the eligibility criteria of this Invitation to Apply (ITA) are not met, the applicant must submit a waiver request for application consideration ***prior to the application deadline***. Each applicant is responsible for ensuring his/her records reflect current information (or explanation of missing data). All waiver requests must be signed by the member, endorsed by his/her rater and senior rater, properly formatted IAW Attachment 4 of this ITA, 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.

****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.****

Waiver request letters are an individual applicant's responsibility and must include the member's justification for seeking a waiver from the RDEDB 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 Air Force and Air Force Reserve (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.

1.1.1. 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 the School for Advanced Air and Space Studies (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.

1.1.2. Fitness. Each applicant must have a ***current and passing*** fitness assessment. The individual fitness assessment history report must be attached with the application.

1.1.2.1. 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.

1.1.2.2. 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 para 1.1 and Attachment 4.

1.1.2.3. Members ***are not*** required to submit an AF Form 422 or 469 as evidence of existing profiles, and ARPC ***will not*** accept these documents in lieu of a member's fitness assessment history obtained from the system of record, AFFMS II. Waiver requests are only accepted for members who are non-current.

1.1.3. Participation Summary/History. Board technicians will look at each applicant's points within the last 5 years within the Point Credit Summary Inquiry (i.e. PCARS) to determine if the applicant has had satisfactory participation. Any applicant with an ***unsatisfactory participation year*** (i.e. ***any year or break in service that displays in PCARS of 49 points or less***) within the last 5 years ***must*** submit a waiver.

1.1.3.1. To review your last 5 years of points within PCARS go to:

- Virtual Military Personnel Flight (vMPF)
- Self-Service Actions
- Personal Data
- ANG/USAFR Point Credit Summary Inquiry (PCARS)
- Service History (applicant must have at least **50 points** or more in each of the last 5 years within the “Retire” column; see Tables 1 and 2 below as an example)

Figure 1: Good Service History Example (no waiver needed)

From Date	Thru Date	AD	IDT	ECI	IDS	MBR	Total	Retire	Sat. Svc.
02 DEC 2011	01 DEC 2012	0016	0046	0000	0000	015	00077	00077	010000
02 DEC 2012	01 DEC 2013	0012	0042	0000	0000	015	00069	00069	010000
02 DEC 2013	01 DEC 2014	0016	0049	0000	0000	015	00080	00080	010000
02 DEC 2014	01 DEC 2015	0015	0049	0000	0000	015	00079	00079	010000
02 DEC 2015	01 DEC 2016	0024	0044	0022	0000	015	00105	00105	010000
02 DEC 2016	01 DEC 2017	0318	0004	0047	0000	015	00384	00365	010000
Total points accrued through 01 DEC 2017:		3791	0423	0069	0000	181	04464	04445	180210

Figure 2: Bad Service History Example (waiver needed)

From Date	Thru Date	AD	IDT	ECI	IDS	MBR	Total	Retire	Sat. Svc.
02 DEC 2011	01 DEC 2012	0016	0046	0000	0000	015	00077	00077	010000
02 DEC 2012	01 DEC 2013	0012	0042	0000	0000	015	00069	00069	010000
02 DEC 2013	01 DEC 2014	0001	0033	0000	0000	015	00049	00049	010000
02 DEC 2014	01 DEC 2015	0015	0049	0000	0000	015	00079	00079	010000
02 DEC 2015	01 DEC 2016	0024	0044	0022	0000	015	00105	00105	010000
02 DEC 2016	01 DEC 2017	0318	0004	0047	0000	015	00384	00365	010000
Total points accrued through 01 DEC 2017:		3791	0423	0069	0000	181	04464	04414	180179

1.1.3.2. Members who have **less than 5** years total time-in-service **are not required** to submit a waiver request explaining the fact that they do not have 5 years of satisfactory participation history.

1.1.3.3. Applicants who currently have 1 or more years of participation of 49 points or less in the last 5 years within PCARS can submit a waiver request for consideration. All waiver requests must be properly formatted IAW para 1.1. and Attachment 4 with the application explaining the participation gap. All waiver requests must be coordinated through the member’s rater and senior rater, then staffed to ARPC for coordination with AFRC/A1KO and the Board President for approval/disapproval.

1.1.4. 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. If an applicant’s MSD is prior to July 2023, they must submit a waiver request IAW para 1.1. and Attachment 4.

1.1.4.1. Retainability (36 Months). All RDEDB courses require 36-month retainability *after* the school graduation date.

1.1.5. AGRs. AGR applicants must have 2 years time-on-station prior to 30 June 2019. Waiver requests can be submitted IAW para 1.1. and Attachment 4 for this requirement with the application and will be viewed by the Board President for approval/disapproval.

1.1.6. 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.

1.1.7. 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. Members are responsible for identifying and validating TFCSD with the appropriate Military Personnel Section (MPS) or RIO Detachment. O-5 thru O-6 must have fewer than 26 years of TFCS by July 2019. O-4s must have fewer than 18 years TFCS by July 2019. These requirements are IAW AFI 36-2301 (Table 2.) and AFI 36-2254v2 (Table 2.1.). Waiver requests **will not** be accepted for this requirement.

1.1.8. Disqualifying Factors. Applicants are not eligible to apply if they have any of the following indicators for which waiver requests **will not** be accepted. Also, see notes in Attachment 2 of this ITA for additional information on specific courses.

- Current Unfavorable Information File (UIF)
- No Passing Fitness Assessment
- 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

1.1.9. Prerequisites. Applicants applying for courses must be aware of prerequisites and/or eligibility requirements associated with each course. Para 1.2.1.1. and Attachment 2 identifies prerequisites and eligibility requirements. Waiver requests **will not** be accepted for these requirements.

1.1.10. Voluntary Limited Period Active Duty (formerly known as LEAD). Voluntary Limited Period Active Duty (VLPAD) members are not eligible to apply for the RDEDB.

1.1.10.1. 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 2019 may apply for course consideration. *A waiver request IAW Attachment 4 and the completed AF Form 1288 showing the projected gain must be included with the member's application.*

1.1.10.2 Members who apply based on meeting this exception must be aware that they must be accessed into a SELRES position prior to the applicable course start date.

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

1.1.12. Participating Individual Ready Reserve (PIRR). PIRR members **are not** eligible to apply for the RDEDB.

1.1.13. 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 NLT 5 October 2018. 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.

1.1.14. 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.

1.1.15. 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).

1.1.16. 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 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.

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).

1.1.17. 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 no later than **21 September 2018** 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 Developmental Education (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.

1.2. Application Process. Applicants must submit a completed nomination package via vPC IAW para 3.1. of this ITA. 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 IAW Table 1, to meet the ARPC suspense: **21 September 2018, NLT 1630 MST**. 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*, including Sister Service members, located on the myPers website. To

accomplish, click on “Create Account” and complete ALL pertinent information. Late applications *will not* be accepted.

1.2.1. 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.

1.2.1.1. IDE courses that *do not* have to be prioritized with the courses listed in para 1.2.1., 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.

1.2.1.2. SDE courses that *do not* have to be prioritized with the courses listed in para 1.2.1., 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.

1.2.1.3. The Advanced Studies Group course that *does not* have to be prioritized with the courses listed in para 1.2.1.1. or 1.2.1.2. is: School for Advanced Air and Space Studies.

1.2.1.4. Prerequisite Courses. These courses are available for voluntary selection and prioritization, provided the applicant meets the eligibility requirements defined in para 1.1., 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.

1.2.1.4.1. 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 required
- 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)

1.2.1.4.2. 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)

1.2.1.4.3. ASG course with a pre-requisite (SAASS):

- 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 SAASS and will meet a separate board process *in addition to* meeting the RDEDB

1.2.2. 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 these documents to the RDEDB application. For assistance with updating the systems of record, applicants can contact their MPS, or the TFSC at 1-800-525-0102. Each applicant is responsible for ensuring his/her records reflect current information *prior* to the application deadline of 21 September 2018.

1.2.2.1. 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. If an applicant's record can't be updated by the application deadline, important information within the missing/old record(s) can be noted in the R-DP for board consideration.

1.2.2.2. OPRs. The board will review the applicant's last 5 OPRs. Applicants must ensure their OPRs are current and in the Personnel Records Display Application (PRDA) *prior* to the application deadline. Members can locate their OPRs in PRDA on AFPC Secure by accessing the AF Portal. If the applicant needs assistance, contact the TFSC at 1-800-525-0102. *Draft OPRs will not be accepted or reviewed by the board.*

1.2.2.3. 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 viewed by the board.

1.2.2.4. DT Vectors. 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 DE endorsements.

1.2.2.5. 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.

1.2.2.6. 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. Applicants' local unit training shops are the input source for updating formal training. Applicants' base education office is the input source for updating PME.

1.2.2.7. 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.

1.2.2.8. 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.

1.2.2.9. 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 have pinned on the new rank prior to the class start date as appropriate. Log into the vMPF to determine your projected DOR. For further assistance, contact the CSS, MPS, RIO Detachment or TFSC at 1-800-525-0102.

1.3. 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. Table 2 shows the routing timeline for the applicant, coordinators, and review role.

1.3.1. 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 AFR and the applicant's professional development. **Applicant forwards to Rater IAW Table 1.**

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
 - E-mail address
 - Primary Mailing Address
 - Civilian Occupation

- Select your desired course(s) IAW para 1.2.1.
- 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, SAASS) or Master's Degree certificate (SAASS & SecDef Corporate Fellowship)
 - GRE/GMAT Test Scores (Advanced Study of Air Mobility)
 - Air Force-formatted Biography (Harvard National Security Fellowship, Air Force Legislative Fellowship, Air Officer Commanding, SAASS) ([AF Formatted Biographies](#))
 - ***OPTIONAL***: Not more than 3 Letters of Recommendation (Air Officer Commanding, Air Force Legislative Fellowship, SAASS courses only)
 - Defense Language Proficiency Test results (Inter-American Defense College)
- 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
- Complete the Justification box (1500 character limit)
 - Example Justification:
 - *Potential for Academic Success:*
 - *Will finish Joint & Combined Warfighting School – Hybrid in Nov 20XX*
 - *Completed IDE in Jun 20XX*
 - *Potential as a Reserve Ambassador:*
 - *DT KPL vector recommended a Joint assignment at a geographic COCOM as next assignment*
 - *Proudly represented the AFR in a Joint deployed environment at US Forces Afghanistan*
 - *Potential Future Leadership:*
 - *AYXX-XX is ideal timing for SDE plus one assignment before O6 board*
 - *Successful tours as DO, Sq/CC, NAF/CC Exec, and Deputy Group CC with assignments at Wg, NAF, and MAJCOM levels*
 - *AFR's Return on Investment:*
 - *As a career ART who's flexible to change duty status, I am committed to the AFR*
 - *With aspirations for Group CC, MAJCOM Division Chief, and COCOM/Joint Staff positions, (insert school) is the ideal developmental option*
- Complete Initials and Signature blocks
- Click Submit

1.3.1.2. Tracking the Status of the RDEDB Application

- Click on the "Worklist" tab
- 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

*Contact the ARPC Developmental Education Team at arpc.dpaf.rdedb@us.af.mil, for questions or concerns on coordination

1.3.2. 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 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 AFR 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, or MAJCOM A1 role per Table 1 to conduct the first level review.

1.3.2.1. 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, and course pre-requisite requirements if applicable)
 - Justification
- Make recommendations by filling out the required fields in the "Your Coordination" section:
 - Complete Rater Comments section (*1500 character limit, see para 1.3.2.*)
 - Type 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 your personal information:
 - Rank/Name
 - Signature/Duty Title
 - Phone/Unit
- Select applicant's Senior 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
- In the "Next Coordination" block, select the MPS Management, RIO Detachment, or MAJCOM A1 role from the drop down IAW Table 1
- Click Submit to route the application to the 2nd Level Quality Review IAW Table 1

1.3.3. MPS Management, RIO Detachment, MAJCOM A1 roles in vPC. These roles have the responsibility to review applications to ensure accuracy and completeness IAW the eligibility criteria outlined in paragraph 1.1. Attachment 3, the Application Review Checklist, serves as an aid to conduct quality checks on each application prior to forwarding to the final coordination level per Table 1. **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. If the Rater was also the Senior Rater (and no corrections were needed) the application should be forwarded to ARPC for final boarding review.

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.

1.3.3.1. 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,
 - Refer to the Application Review Checklist (Attachment 3) to assist with reviewing applications
- Review Rater's coordination for completeness and ensure there are comments
- Add pertinent information within the Comments box
- Insert any comments for the Developmental Education team within the ARPC Remarks box
- Mark appropriate answer for: "AFFMS attachment is viewable and has been verified"
- Mark appropriate answer for: "BIO attachment is viewable and has been verified"
- Mark appropriate answer for: "DLPT attachment is viewable and has been verified"
- Mark appropriate answer for: "GRE/GMAT Scores 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 Submit to route the application to the third level of routing IAW Table 1

1.3.4. 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 Wing/CC or equivalent.
- O-5/O-6 Applicants' Senior Rater will be the first General Officer in their rating chain.

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 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 within step 2 of the “Your Coordination” section. However, specific stratification stated within the “Final Endorsement Authority Comments” box will help for board purposes. 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 SDE applicants this cycle.” or preferably with more detail: “My #1 of 6 SDE applicants this cycle and #1 of 2 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 AFR 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.

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
- Make recommendations by filling out the required fields in the “Your Coordination” section:
 - Fill out Step 1: Select Do/Do Not support this Officer’s attendance at the schools requested and provide reason for answer
 - Fill out Step 2: Officer is rated as my number_ of_ of those nominated
 - Fill out Step 3: After school I recommend him/her for the following assignment
 - Mark appropriate answer for: “Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards.”
 - Complete your personal information:
 - Duty Title
 - Duty Phone
 - Upload any applicable Coordination Attachments (e.g. signed waiver)
- In the “Next Coordination” block:
 - Select role of: “ARPC”
- Click Submit

1.4. School Tour Funding & PCS Entitlements. All DE in-residence courses boarded through the RDEDB are centrally-funded by HQ AFRC. TRs, IMAs, and ARTs (attending in military status) will be placed on a Reserve Personnel Appropriation (RPA) School Tour with authorized PCS entitlements. ART members who attend in civilian status will be funded by unit O&M funds. 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.**

1.4.1. 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.

1.4.2. 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 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.

1.5. 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.

1.5.1. 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 Unit (TRs), HQ AFRC/A1C (ARTs), and HQ RIO (IMAs).

1.5.2. 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.

1.6. 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 1.1.16. & 1.1.17. above).

1.6.1 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.

1.6.2 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.

1.7. Points of Contact. Questions concerning your RDEDB application should be directed to your respective chain of command to include MPS, RIO Detachment, MAJCOM *before* contacting ARPC. If further clarification is required, contact the ARPC Developmental Education Team at arpc.dpaf.rdedb@us.af.mil or call the TFSC at 1-800-525-0102 and request transfer to the Force Development Division, Developmental Education Branch.

Table 1. Routing Sequence for Applications:

Routing Sequence by Member Status and Coordinated Role				
*ROUTING SEQUENCE	1st Level	2nd Level	3rd Level	Final Level
SQ/GP/WG Level TR/AGR/ART	Rater ¹	MPS Management ²	Senior Rater ¹	ARPC
IMA (All Organizations)	Rater ¹	RIO Detachment	Senior Rater ¹	ARPC
RIO Det CCs (O-6s)	Rater ¹ (HQ RIO/CC)	MPS Management	Senior Rater ¹ (ARPC/CC)	ARPC
HQ RIO & RIO Det AGR (O-5s and below)	Rater ¹	MPS Management	Senior Rater ¹	ARPC
ARPC AGR/ART	Rater ¹	MPS Management	Senior Rater ¹ (ARPC/CC)	ARPC
NAF TR/AGR/ART	Rater ¹	MPS Management	Senior Rater ¹	ARPC
AF/RE, HAF, AFRC, Combatant Command, & Other DOD agencies TR/AGR/ART	Rater ¹	MAJCOM/A1	Senior Rater ^{1,3}	ARPC

Notes:

1. Rater and Senior Rater may 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 (2nd Level) Coordination on all RDEDB applications. Applications that need to be routed to a NAF/CC to complete Senior Rater coordination will be sent to the ***MPS Management role***.

3: 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.

*Per para 1.3.1: The ***applicant is responsible*** for monitoring the status of the application at all times; if at any time you need help in routing your application please email arpc.dpaf.rdedb@us.af.mil.

Table 2. Routing Timeline for Applications:

SUGGESTED ROUTING FOR APPLICANT, COORDINATORS, AND REVIEW ROLE			
ROUTING TIMELINE	Rater Coordination 1st Level	Quality Review 2nd Level	Senior Rater Coordination 3rd Level
	20 Jul 18	6 Aug 18	24 Aug 18

Attachment 2
AVAILABLE COURSES FOR THE AY 18-19 RDEDB
INTERMEDIATE DEVELOPMENTAL EDUCATION (IDE)

Course	Description	Requirements	Start Dates / Length / Location
Air Command and Staff College (ACSC)	<p>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.</p> <p>Course Information: http://www.airuniversity.af.mil/ACSC.aspx</p>	<p>O-4 Any AFSC</p> <p>Notes: 1-4 Grants JPME I Credit</p>	<p>Course Dates: Aug 2019 – Jun 2020</p> <p>Length: 10 Months</p> <p>Location: Maxwell AFB, AL</p>
Army Command & General Staff College (CGSC)	<p>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.</p> <p>Course Information: http://usacac.army.mil/organizations/cace/cgsc</p>	<p>O-4 Any AFSC</p> <p>Notes: 1-4 Grants JPME I Credit</p>	<p>Course Dates: Aug 2019 – Jun 2020</p> <p>Length 10 Months</p> <p>Location: Ft Leavenworth, KS</p>
Marine Command & Staff College (MCSC)	<p>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.</p> <p>Course Information: http://www.mcuf.org/mcu_csc.html</p>	<p>O-4 Any AFSC</p> <p>Notes: 1-4 Grants JPME I Credit</p>	<p>Course Dates: Aug 2019 – Jun 2020</p> <p>Length: 10 Months</p> <p>Location: Quantico, VA</p>
Advanced Study of Air Mobility (ASAM)	<p>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.</p> <p>Course Information: https://eim.amc.af.mil/org/afec/student/pages/ASAM%20Degree%20Program.aspx</p>	<p>O-4 AFSCs: 11/12M, 21A, 21R Only</p> <p>Notes: 1-2, 7</p>	<p>Course Dates: May 2019 – Jun 2020</p> <p>Length: 11 Months</p> <p>Location: Joint Base McGuire-Dix-Lakehurst, NJ</p> <p>See Para 2.1.1</p>

Air Force Legislative Fellowship (AFLF)	<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 1.2.1.1. & 1.2.1.4.1.</p> <p>Course Information: http://www.au.af.mil/au/afri/aff/</p>	<p>O-4 Any AFSC</p> <p>Notes: 1-2, 5</p>	<p>Course Dates: Aug 2019 – Dec 2020</p> <p>Length: 17 Months</p> <p>Location: Washington DC</p>
Air Officer Commanding (AOC)	<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 1.2.1.1. & 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 & 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: https://www.usafa.edu/aoc-mp/</p>	<p>O-4 Any AFSC</p> <p>Notes: 1-2, 6</p>	<p>Course Dates; Aug 2019 – Jun 2022</p> <p>Length: 10 Months (academic pgm); 2-year follow-on at USAFA</p> <p>Location: Colorado Springs, CO</p>
National Intelligence University (NIU)	<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: http://ni-u.edu/wp/academics/schools/college-of-strategic-intelligence/master-of-science-of-strategic-intelligence/</p>	<p>O-4 Any AFSC</p> <p>Notes: 1-2, 8 Grants JPME I Credit (Track Specific Only)</p>	<p>Course Dates: Aug 2019 – Jul 2020</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 21 Sep 18.
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. Air Force 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.
 - 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 RDEDB selection).
 - Nomination from your agency training office (ARPC/DPAF will complete this).
 - Applicant Statement of Purpose (submitted directly to NIU *after* notification of RDEDB selection).
 - Official undergraduate/graduate transcripts (submitted directly to NIU *after* notification of RDEDB 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 RDEDB selection – Use NIU code: 5205).

* Historical board quotas/selections can be seen within the last 3 Outbriefs on myPers at: https://mypers.af.mil/app/answers/detail/a_id/14250/p/17/c/549

Attachment 2 (Cont'd)

SENIOR DEVELOPMENTAL EDUCATION (SDE)

Course	Description	Requirements	Start Dates / Length / Location
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: http://www.au.af.mil/au/awc/awchome.htm	O-5 & O-6 Any AFSC Notes: 1-4 Grants JPME II Credit	Course Dates: Jul 2019 – May 2020 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: https://www.armywarcollege.edu/	O-5 & O-6 Any AFSC Notes: 1-4 Grants JPME II Credit	Course Dates: Aug 2019 – Jun 2020 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: http://www.usnwc.edu	O-5 & O-6 Any AFSC Notes: 1-4 Grants JPME II Credit	Course Dates: Aug 2019 – Jun 2020 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: http://nwc.ndu.edu/	O-5 & O-6 Any AFSC Notes: 1-4 Grants JPME II Credit	Course Dates: Aug 2019 – Jun 2020 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: http://es.ndu.edu/	O-5 & O-6 Any AFSC Notes: 1-4 Grants JPME II Credit	Course Dates: Aug 2019 – Jun 2020 Length: 10 Months Location: Ft McNair, Wash DC

Harvard National Security Fellowship	<p>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.</p> <p>Course Information: https://www.hks.harvard.edu/educational-programs/executive-education/national-security-fellows</p>	<p>O-5 & O-6 Any AFSC</p> <p>Notes: 1-2, 5</p>	<p>Course Dates: Aug 2019 – Jun 2020</p> <p>Length: 10 Months</p> <p>Location: Boston, MA</p>
SECDEF Corporate Fellowship	<p>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.</p> <p>Course Information: http://prhome.defense.gov/Readiness/EducationTraining/SDEF.aspx</p>	<p>O-5 & O-6 Any AFSC</p> <p>Notes: 1-2, 6</p>	<p>Course Dates: Jul 2019 – Jun 2020</p> <p>Length: 11 Months</p> <p>Location: Arlington, VA Fortune 500 Corporation</p>
Joint Advanced Warfighting School (JAWS)	<p>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.</p> <p>Course Information: http://jfsc.ndu.edu/Academics/JointAdvancedWarfightingSchool(JAWS).aspx</p>	<p>O-5 & O-6 Any AFSC</p> <p>Notes: 1-3, 7 Grants JPME II Credit</p>	<p>Course Dates: Aug 2019 – Jun 2020</p> <p>Length: 10 Months</p> <p>Location: NAS Norfolk, VA</p>
College of International Security Affairs (CISA)	<p>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).</p> <p>Course Information: http://cisa.ndu.edu/Academics/Master-of-Arts-in-Strategic-Security-Studies/</p>	<p>O-5 & O-6 AFSCs see Note 8</p> <p>Notes: 1- 3, 8 Grants JPME II Credit</p>	<p>Course Dates: Aug 2019 – Jun 2020</p> <p>Length: 10 Months</p> <p>Location: Fort McNair, Wash DC</p>

Notes:

1. Must be a pinned on Lt Col before class start date and have a projected DOR in MilPDS NLT 21 Sep 18.
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

* Historical board quotas/selections can be seen within the last 3 Outbriefs on myPers at: https://mypers.af.mil/app/answers/detail/a_id/14250/p/17/c/549

Attachment 2 (Cont'd)

ADVANCED STUDIES GROUP (ASG)

Course	Description	Requirements	Start Dates / Length / Location
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: http://www.au.af.mil/au/saass/curriculum.asp</p>	<p>O-4 or O-5</p> <p><u>Notes:</u> 1</p>	<p>Course Dates: Jul 2019 – Jun 2020</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 21 Sep 18.

* Historical board quotas/selections can be seen within the last 3 Outbriefs on myPers at: https://mypers.af.mil/app/answers/detail/a_id/14250/p/17/c/549

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: 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 2019
 - ☐ O-4s must have fewer than 18 years TFCS by July 2019 (requires waiver attached with application in vPC)
 - ☐ O-5/6s must have fewer than 26 years TFCS by July 2019 (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 36 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 2nd Indorsement Official)

Concur/Do not concur.

RATER SIGNATURE BLOCK
Duty Title

2nd 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