CY19A RSSB FAQ

1. **When is the first day that I can submit my application?**
   The RSSB application will open in vPC on Friday, 2 Nov 18 at 0800 MST

2. **When is the last day that I can submit my application?**
   The RSSB application will close in vPC on Monday, 7 Jan 19 at 1630 MST
   NOTE: We highly recommend that applications are at the 3rd level of coordination by 21 Dec 2018. This allows the Wing CC (or equivalent) time to review/endorse the application and submit it to ARPC before the application closes in vPC.

3. **How do I apply for RSSB courses?**
   via vPC application
   - On the myPers homepage, click on the "Access the vPC Dashboard" link
   - Click on the "Action Request" tab
   - Under the "Force Development" section select the "Reserve School Selection Board (RSSB)" link
   - Once inside the application, simply follow the information provided
   NOTE: Read the current Invitation to Apply (ITA) for eligibility and course requirements. The ITA can be found in two locations:
   1- myPers: https://mypers.af.mil/app/answers/detail/a_id/14251/p/17/c/549
   2- ARPC Website: https://www.arpc.afrc.af.mil/Service-Center/

4. **Where do I find the Invitation to Apply?**
   myPers
   - On the myPers homepage, Click on the "Air Reserve", "Officer" tab (at the top)
   - Select "Force Development" (on the left under "Learn More About")
   - Click "Reserve School Selection Board" (under the Developmental Education header)
   - Click "Invitation to Apply" (under the Application header)

5. **What are the requirements I must meet in order to apply?**
   RSSB eligibility requirements are:
   - Current and passing fitness assessment
     - Only the AFFMS II history report, in PDF format is accepted
   - At least 50 participation points within the last 5 yrs
     - Waivers are accepted
   - MSD
     - Applicants MSD must not be prior to 1 Feb 2021 for the courses listed below:
       - International Junior Officer Leadership Development (IJOLD)
       - Leadership Today and Tomorrow (LTT)
       - Squadron Officer School (SOS)
     - Applicants MSD must not be prior to 1 May 2022 for the course listed below:
       - NATO Reserve Forces Integration Course (RFIC)
     - Applicants MSD must not be prior to 1 Jun 2022 for the course listed below:
       - Air Command and Staff College – Air Reserve Component Seminar (ACSC-ARCS)
       - Air War College- Air Reserve Component Seminar (AWC-ARCS)
       - Senior Officer Policy Course (SOPC)

- o Applicants MSD must not be prior to 1 Jul 2022 for the course listed below:
  - Reserve Component National Security Course (RCNSC)
- o Applicants MSD must not be prior to 1 Sep 2022 for the course listed below:
  - NATO Senior Officer Policy Course (SOPC)
  - NATO Senior Reserve Officer Course (SROC)
- o Applicants MSD must not be prior to 1 Jun 2023 for the course listed below:
  - Marine Corps Command and Staff College- Seminar (MCCSCS)
- o Applicants MSD must not be prior to 1 Jun 2024 for the course listed below:
  - Canadian Forces Staff College – Seminar (CFC)
- o **Waivers are accepted**
- Meet the TFCSD requirements:
  - o O-5 thru O-6 must have less than 26 yrs TFCS by 4 Feb 2019
  - o O-4s must have less than 18 yrs TFCS by 4 Feb 2019
- Must meet the course prerequisites
  - o Prerequisites for each course are listed in the CY19A RSSB Invitation to Apply, Attachment 2
- Must not have a:
  - o UIF
  - o Pending Retirement

6. What can I submit a waiver for and does the waiver have to be approved before I can submit? If so, who is the approval authority for waivers?

Waivers do not have to be approved at the time of application, but must be submitted prior to the application deadline. Waivers may be attached to the applicant's application by any coordinator (rater, MPS, Senior Rater), and must be signed by the rater and Senior Rater

Waivers may be submitted for the following:
- Insufficient Participation Points (less than 50 points within the last 5 yrs)
- MSD
- VLPAD
- Non-Current Fitness (AFFMS II) Report

NOTE: The board president is the approval authority for all waivers

7. Where can I find a waiver template?

In the CY19A RSSB Invitation to Apply, Attachment 4

8. I'm a PIRR member, am I eligible to apply for RSSB?

PIRR members *are* eligible to apply for RSSB courses
- It is recommended that PIRR members only apply for courses that are local to their Home of Record (HOR) which would not require travel and per diem. PIRR Cat E members are responsible for all costs involved in attending the course

9. I'm a ANG member am I eligible to apply for RSSB?

ANG members *are not* eligible to apply for RSSB courses

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10. I'm a VLPAD member am I eligible to apply for RSSB?
VPLAD members *are not* eligible to apply for the RSSB with the exception of:
- 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
  - A waiver request IAW Attachment 4 and the completed AF Form 1288 showing the projected gain must be included with the member's application.

11. Where/Who does my application route to after I've submitted it?
1. Rater 2. MPS (or equivalent) 3. Wing CC/Directorate (or equivalent) 4. ARPC
NOTE: Read the current Invitation to Apply, Table 1, for specific routing guidance

12. Who has to approve my application for my school request?
The Rater recommends approval and the Wing CC/Directorate (or equivalent) is the final approval authority. Applications may be disapproved at any level.
NOTE: If the Rater is also the Senior Rater (Wing CC or Equivalent), the 3rd level routing *does not* apply.

13. How does my sister service (or non-Air Force Civilian) rater (or Senior Rater) coordinate on my application?
In vPC:
- Go to the MyPers website
- Click on "Create Account"
- Input all of the requested information
NOTE: All coordinators _must_ have a vPC account

14. How do I track my application?
Use the vPC within myPers.
- On the myPers homepage, Click on the "Access the vPC Dashboard" (under the "I Would Like To" header)
- Click the "Worklist" tab (in the "action request" block),
- Select "submitted by me" from the drop down menu
- Click/Highlight the RSSB that just appeared in the entries returned box
- Scroll down to "Coordination Actions" to view the current status of the application

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15. How many slots are available for each school?

The below quotas are available for the RSSB courses:

DE
- Squadron Officer School - 36
- Air Command & Staff College Seminar - 12
- Air War College Seminar - 15

OPD
- Leadership Today and Tomorrow - 25
- International Junior Officer Leadership Development - 20

Joint Courses
- Canadian Forces Staff College Seminar – 2
- Marine Corps Command and Staff College Seminar – 2
- NATO Reserve Forces Integration Course – 2
- NATO Senior Officer Policy Course – 2
- NATO Senior Reserve Officer Course – 2

NOTE: Quota numbers are current as of the ITA publication date; however, they are *not* final and are subject to change.

16. Who do I contact if I need assistance with my application?

ARPC/DPAF. The fastest way to communicate with ARPC/DPAF is via submitting a myPers help ticket and secondarily by emailing arpc.dpaf.rssb@us.af.mil

17. How do I withdraw my RSSB application?
- Applications in "Coordination" status may be withdrawn by the member by accessing their vPC dashboard
- Applications with "ARPC" must be withdrawn via email request to ARPC (arpc.dpaf.rssb@us.af.mil) NLT 18 Jan 19. Email subject line should read: **"Application withdrawal request for [Rank First Last Name]**

18. When are the results posted?

CY19A RSSB public release will be posted in myPers and on the ARPC website o/a 8 Mar 19