DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 18-27
2 November 2018

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

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

SUBJECT: CY19A Air Force Reserve School Selection Board Convening Notice and Invitation to Apply Instructions; **ARPC SUSPENSE: 7 January 2019 NLT 1630 MT**

1. The CY19A Air Force Reserve School Selection Board (RSSB) will convene 4-8 February 2019 at Headquarters Air Reserve Personnel Center, Buckley AFB, Colorado. In order to be considered by this board, it is imperative that all applicants, endorsers, and RIO Det/MPS/CSS/A1 functions read and comply with the instructions outlined in Attachment 1. **ARPC suspense/deadline is 7 January 2019, NLT 1630 MT. Applicants and Raters must ensure you coordinate with your MPS, MAJCOM A1, or RIO Detachment for their internal suspenses. Late applications *will not* be accepted.**

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

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

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

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Digitally signed by ZUBOWICZ.STEVEN.M.1185745275
Date: 2018.10.30 17:05:05 -06'00'

STEVEN M. ZUBOWICZ, Colonel, USAF
Vice Commander

4 Attachments:
1. CY19A RSSB Application Instructions
2. CY19A RSSB Course Descriptions
3. Application Review Checklist
4. Waiver Request Letter Template

Table of Contents

Attachment 1
Application Instructions

1.1. Eligibility Criteria and Waiver Requests.   These requirements are guidelines to ensure the applicant is aware of specific eligibility criteria. If any of the eligibility criteria in this Invitation to Apply (ITA) are not met, the applicant must submit a waiver request IAW AFI 36-2301, para A3.3.2.11., and AFI 36-2254v2, para 2.3.5.4.1. for application consideration *prior to the application deadline*. Each applicant is responsible for ensuring their records reflect current information (or explanation of missing data). All waiver requests must be signed by the member, endorsed by their 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 RSSB Board President will evaluate and make final determinations on all waiver requests.

For assistance with any of the instructions within this attachment, applicants can contact their MP , the TFSC at 1-800-525-0102, or email the ARPC Developmental Education team at arpc.dpaf.rssb@us.af.mil *before application close-out on 7 January 2019, 1630 MST*.

Failure to submit the required waiver request(s) with the application will render the package INCOMPLETE and the application will 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 RSSB Board President, to include reasons why they do not meet one or more of the eligibility criteria and why granting such a waiver request is in the best interest of the AFR. ARPC *will not* submit a waiver request for, nor contact, the applicant if the request is not attached with the application. Furthermore, applicants must fully coordinate all waiver requests with signatures *prior* to submitting their application.

> **1.1.1. Fitness.**   Each applicant must have a *current and passing* fitness assessment. The individual fitness assessment history report must be attached with the application.
>
> > **1.1.1.1.** 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.
> >
> > **1.1.1.2.** 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.
>
> **1.1.2. Participation Summary/History.** 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. All waiver requests must be properly formatted IAW para 1.1., and Attachment 4 of this Invitation to Apply. All waiver requests must be coordinated through the member's rater and senior rater, then staffed to ARPC for coordination with AFRC/A1KO for approval/disapproval.
>
> > **1.1.2.1.** 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	000000
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

1.1.2.2. 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 a 5-year satisfactory participation history.

1.1.3. Mandatory Separation Date (MSD). MSD 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 the cut-off date within Attachment 2's course requirement column, a waiver request must be submitted for the course(s) selected (see paragraph1.1., and Attachment 4).

1.1.4. Total Federal Commissioned Service Date (TFCSD). TFCSD includes all periods of federally recognized commissioned service, whether active or inactive duty. This is identified as the original date of commissioning. Members are responsible for identifying and validating TFCSD with the appropriate Military Personnel Section (MP) or RIO Detachment. The specific TFCSD for each course can be found within Attachment 2's requirement section and is IAW AFI 36-2301, Table 2.

1.1.5. 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/requirements for a course
- Incomplete/improperly coordinated application

1.1.6. Voluntary Limited Period of Active Duty (VLPAD).   VLPAD members are not eligible to apply for the RSSB.

>**1.1.7.1.** *Exception:* IAW AFRCI 36-2640, paragraph 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 may apply for course consideration. ***All waiver requests must be properly formatted IAW Attachment 4 and the completed AF Form 1288 showing the projected gain must be included with the member's application.***

>**1.1.7.2.** 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.

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

1.1.10. Participating Individual Ready Reserve (PIRR).   PIRR Category E (Cat E) members are eligible to apply for the RSSB; however, currently there is no Air Force Reserve Command (AFRC) sanctioned method to allow PIRR members to attend for Points and Pay, or to provide reimbursement for travel and per diem costs. Although, the current DoD Instruction allows for Cat E reservists to perform both Active Duty for Operational Support and Active Duty for Training tours, AFI 36-2254, Volume 2, paragraph 1.2., expressly prohibits it. Accordingly, if selected, a PIRR Cat E will attend in a Points Only status and *will not* be reimbursed for travel and per diem associated with the training. Therefore, PIRR Cat E members, if applying, should only apply for courses that are local to their Home of Record (HOR) which would not require travel and per diem. If a PIRR Cat E chooses to apply and is selected for a course outside their HOR, they are responsible for all costs involved in attending the course.

1.1.11. 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.rssb@us.af.mil *NLT 7 January 2019*. Upon receipt of this request, ARPC Force Development team (ARPC/DPAF) 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 RSSB. It is the responsibility of members' leadership to inform them of the intent to cancel their application before it reaches the board.

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

1.1.13. Course Withdrawal Procedures.   Withdrawal from a RSSB selected course should be the EXCEPTION, not the rule. Applicants must make every effort to ensure they are able to attend in anticipation of selection to courses for which they apply. Failure to coordinate personal and/or civilian employment obligations in advance does not constitute an automatic withdrawal without prejudice. All requests for course withdrawals, after the member is RSSB selected, will

route through the member's respective chain of command as defined in Table 3. Per AFRCI 36-2640, para 3.2.10., selects may request withdrawal without prejudice for humanitarian, personal hardship, and operational purposes. The package will be forwarded to ARPC (arpc.dpaf.rssb@us.af.mil) and HQ AFRC/A1KO (afrc.a1ko@us.af.mil) for coordination and a determination of with, or without, prejudice to include if the member can compete for RSSB courses in the future. Members who receive a withdrawal *without prejudice* may compete for future opportunities in all eligible RSSB courses. Members who receive a withdrawal *with prejudice* may be excluded from applying for RSSB courses in the future. Furthermore, if an applicant is identified as an Alternate and subsequently accepts a vacancy, the same withdrawal procedures apply. *There will be no deferments for the courses listed on this Invitation to Apply.*

1.2. Application Process. Applicants must submit a completed nomination package via vPC IAW para 1.3., 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 3 to meet the ARPC suspense: *7 January 2019 NLT 1630 MST.* It is imperative that applicants pay particular attention to the eligibility criteria outlined above in Paragraph 1.1., as well as the requirements for each course to which they are applying as noted in the course descriptions 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. Each applicant may apply for a maximum of 6 courses in any combination across the 3 course categories, which are: Developmental Education (DE), Officer Professional Development (OPD), and Joint. Applicants are subject to attend *any* of the dates available for the course they apply to. Carefully consider your availability before applying.

        1.2.1.1. A member may choose to apply for only one specified course; however, the board *will not* consider an alternative course if the member is not selected for the one course in which the member applied. If an applicant applies for more than one course, he/she *must prioritize* the desired courses by specifying the attendance date and/or course preference per the selection fields in the application. *Members can only be selected as a primary or alternate for one course in this board.*

        1.2.1.2. Applicants should pay particular attention to courses that are rank specific and have prerequisites to ensure basic eligibility requirements are met. If an applicant is selected for a course with specific rank requirements and is promoted (above the rank requirement) or does not meet minimum rank requirements prior to course start date, the course will be removed from the member's application.

    1.2.2. Board Packages. Along with the vPC application, the board will also consider/review each applicant's Officer Performance Reports (OPRs), Reserve-Officer 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 the systems of record only. Applicants do not need to attach any of these documents to the RSSB application.

        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. 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 can be addressed in the R-DP for board consideration (e.g. recent stratifications, deployments, TDYs, degree completion, etc.).

1.2.2.2. OPRs. The board will review the applicant's last 5 OPRs. Applicants must ensure their OPRs are in the Personnel Records Display Application (PRDA) *prior* to the application deadline. PRDA can be accessed via the Air Force Portal. *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. This tool may also be used by the applicant to update important information not displayed in their system of record. Current and previous 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. 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 completion of degrees, 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 Duty Air Force Specialty Code (DAFSC). Applicants can review this information in vMPF and work with their servicing MP 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, they 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, MP , RIO Detachment or TFSC at 1-800-525-0102.

1.3. Roles, Responsibilities and Instructions for Routing Applications in vPC. The subsequent guidance addresses each role in the RSSB 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 Final Endorser.

        1.3.1.1. 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. 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.**

        1.3.1.2. 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 (default view)
- Click on the "Reserve School Selection Board (RSSB)" application link (on the right side toward the bottom under the "Force Development" header)
- Complete/Confirm Personal Information:
  - Primary/Alternate Phone Number
  - Military/Civilian E-mail ddress (Select "Yes" box)
  - Mailing Address (Select "Yes" box)
  - Civilian Occupation
- Select your desired course(s) IAW Attachments 1.2.1. and Attachment 2
- Complete the Justification box
  - Example Justification:
    - *Potential for Academic Success:*
      - *Will finish Joint and 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:*
      - *CYXXA/B is ideal timing for (insert course) before my next assignment as a (insert duty title)*
      - *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 course) is the ideal developmental option*
- Select Yes or No for "Alternative Dates" and fill-in "Initial" block
- Attach all required documents as applicable (**PDF format is mandatory**):
  - Individual Fitness Assessment History Report (**Required**)
  - Waiver request letter(s) as applicable (see template in Attachment 4)
- 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   ame
  - Click Select
- Ensure Signature and Date Submitted block is correctly auto-populated
- Click Submit to forward application to Rater IAW Table 3 of this Invitation to Apply
- **Note:** 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.
- **Note:** Applicants are subject to attend *any* of the dates available for the course they apply to. Carefully consider your availability before applying.

1.3.1.3. Tracking the Status of the RSSB 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 RSSB that just appeared in the entries returned box
- Scroll down to "Coordination Actions" to view the current status of the application is displayed
  * Contact the ARPC   team at arpc.dpaf.rssb@us.af.mil for questions 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 ITA as well as course-specific requirements for each course for which they've 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.

1.3.2.1. 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 LTT").

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.

1.3.2.2. Rater Coordination Steps in vPC

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RSSB Applicant to open individual application record
- Review applicant's information:
    - School choices and ranking
    - Attachments (individual fitness assessment history report and waiver request letter if applicable)
    - Course pre-requisite requirements if applicable
    - Ensure Justification box is complete
- Make recommendations by filling out the required fields in the "Your Coordination" section (Do not use "Return Remarks" block, unless returning package back to the applicant. Also, do not use "Coordination Remarks" block.):
    - 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 Rater Justification section
    - Complete your personal information:
        - Duty Phone
        - Duty Title
        - Unit
    - If applicable, ensure waiver's signature block *is signed*
- In the "Next Coordination" block, select the MPS Management, RIO Detachment, or MAJCOM A1 role from the drop down
- Click Submit to route the application to the 2nd Level Quality Review IAW Table 1
- **Note:** If the Rater is *also* the Senior Rater (Wing CC or Equivalent), select the radio button for "I am also the applicant's Senior Rater" and follow the pop-up view instructions by selecting "Yes" on the pop-up, then selecting the Senior Rater coordination tab (highlighted in bright green) and completing the coordination.

1.3.3. MPS Management, RIO Detachment, NAF A1, 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., and Attachment 3 (the application review checklist). This checklist serves as an aid to conduct quality checks on each application prior to forwarding to the final coordination level per Table 1 below. Once the review (2nd Level) is complete, the application will be forwarded to the member's third level coordinator (Wing CC or Equivalent) IAW Table 1. If the Rater was also the third level coordinator (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 use 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.

NAF A1. Authorized staff at the Numbered Air Force level will use the "NAF A1" role in vPC to conduct the initial level review of each applications for *all TR/ART/AGR members assigned outside of a traditional unit structure* prior to submission to the applicant's Senior Rater.

MAJCOM A1. Authorized staff at the MAJCOM level will use 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, NAF A1, MAJCOM A1 Coordination Steps

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RSSB 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
- Mark appropriate answer for: "AFFMS attachment is viewable and has been verified"
- Mark appropriate answer for: "Waivers attachment is viewable and has been verified"
  - If applicable, ensure waiver's signature block *is signed*
- In the "Next Coordination" block:
  - Select role of: Senior Rater from the drop-down
  - Click on the "Select Account" button
  - Type in the Senior Rater's Last and First Name (Wing CC or Equivalent identified on member's application)
  - Click Search
  - Highlight the Senior Rater's name
  - Click Select
- Click Submit to route the application to the Senior Rater (Wing CC or Equivalent), select the radio button for "I am also the applicant's Senior Rater." and follow the pop-up view instructions by selecting "Yes" on the pop-up, then selecting the Senior Rater coordination tab (highlighted in bright green) and completing the coordination
- **Note:** If the Rater *also* coordinated as the third level coordinator (Wing CC or Equivalent) and there are no additional inputs needed (e.g. signature for a waiver, Senior Rater comments, etc.) then the application can be routed directly to ARPC at this point

1.3.4. Senior Rater (Wing CC or Equivalent). The Senior Rater's role is to review the application and provide final endorsement for each applicant before sending to ARPC. Per Table 1, the Wing CC or equivalent will serve as the final endorsement for all applicants (TR, ART, AGR) who are part of a traditional unit structure (squadron, group, wing). Applicants who are part of a headquarters or staff agency (NAF, MAJCOM, ARPC, HAF, and Combatant

Command) will route their applications through their rater and then their Directorate O-6 as the final endorsement, unless otherwise instructed.

Senior Rater (Wing CC or Equivalent) comments are mandatory. At a minimum, comments should specify why the Wing CC or equivalent concurs or non-concurs with the applicant's desire to attend a specific course. Recommend addressing the following areas to the selection board in a *clear, concise bullet format* (limit 1500 characters): assessment of the member's potential for academic success, potential as a Reserve ambassador, and future leadership potential; assessment of AFR's Return on Investment from sending the member to the specified course; recommend providing stratification for specified schools from within the unit's applicant pool (example "My #1/5 applicants for LTT").

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 commander 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.

1.3.4.1. Senior Rater (Wing CC or Equivalent) Coordination Steps

- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the RSSB Applicant to open individual application record
- Review applicant's information:
    - School choices and justification
    - Attachments (waiver requests if applicable)
- Review Rater's recommendation in the "Previous Coordination" box
- Make recommendations by filling out the required fields in the "Your Coordination" section (Do not use "Return Remarks" block, unless returning package back to the applicant):
    - Select Do/Do Not Support Officer's attendance at the school(s) requested and provide reason for answer within Senior Rater Reason field
    - Select Yes/No for: "Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards."
    - Complete your personal information:
        - Duty Phone
        - Duty Title
        - Unit
    - If applicable, within the "Coordination Attachments" section, ensure attached waiver's signature block *is signed*
- In the "Next Coordination" block:
    - Select role of: "ARPC"
- Click Submit

1.4. School Tour Funding. The following outlines the funding source for RSSB courses.

TRs/IMAs and ARTs in military status	Course and travel are centrally funded as Reserve Personnel Appropriation (RPA)
ARTs in civilian status	Course and travel are unit O&M funded
Unit AGRs	Course and travel are unit O&M funded
HQ AGR	Course and travel are centrally funded as O&M

After central funding has been allocated, the member must have their respective unit request orders by standard methods. ARPC *is not* the POC for funding issues; school selects need to work with their respective Finance Managers (FMs), orders clerks, or FSS to accomplish school tour orders.

1.5. Points of Contact. Members should direct questions concerning RSSB applications to their respective chain of command (MP , A1, servicing RIO Detachment, or Commander's Support Staff, as applicable) *before* contacting ARPC. If further clarification is required, call Total Force Service Center at 1-800-525-0102.

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	Wing CC or Equivalent[2]	ARPC
IMA (All Organizations) or PIRR Members	Rater[1]	RIO Detachment	Directorate O-6 or Equivalent	ARPC
NAF TR/AGR/ART	Rater[1]	NAF/A1[5]	Directorate O-6 or Equivalent[3]	ARPC
ARPC	Rater[1]	MPS Management	HQ ARPC CC	ARPC
HQ RIO and RIO Det AGR	Rater[1]	MPS Management	HQ RIO CC	ARPC
AF/RE, HAF, AFRC, Combatant Command[4], and Other DOD Agencies TR/AGR/ART	Rater[1]	MAJCOM/A1[5]	Directorate O-6 or Equivalent	ARPC

Notes:
1. If the Rater is also the Senior Rater (Wing CC or Equivalent), the 3rd level routing *does not* apply. The Rater *must select* the yes he/she is also the Senior Rater and follow the appropriate steps for the Senior Rater role outlined in paragraph 1.3.2.2. above.
2. Wing Commanders will serve as Senior Rater for *all applicants at SQ/GP/WG Level*, unless the unit is a direct report to the NAF, in which case the Final Endorser will be the first O-6 in the applicant's rating chain.
3. NAF/CC coordination is only required on applications for members who are assigned to a NAF staff position.
4. Members assigned to a Combatant Command will route their applications at the lowest level to achieve coordination through at least 1 O-6 in their chain.
5. NAF/A1 and MAJCOM/A1 routing is similar to CSS/FSS/MPS Management, and RIO Detachment roles for the quality check of applications from members assigned outside of a traditional unit structure.

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**	**Submitted to ARPC**
	23 Nov 18	7 Dec 18	21 Dec 18	28 Dec 18

Attachment 2.1.
CY19A RSSB - Developmental Education (DE) Courses

Course	Description	Eligibility Requirements	Start Dates / Length / Location
Squadron Officer School (SOS) ***Quotas:** Primary – 36 Alternate – 16	• Broadens focus and strengthens essential leadership competencies in AFDD1-1, as well as Officership, Leadership, Problem Solving, Core Values and the Air Force as an institution in the profession of arms • Apply Officership and Leadership learning in classroom discussions and field exercises • Develops dynamic Airmen ready to lead air, space, and cyberspace power in an expeditionary warfighting environment Course Information: http://sos.au.af.mil/	**Rank:** O-3 *Captain selects must pin-on prior to class start and have a projected DOR in MilPDS at time of application close out *TFCSD must not exceed 11 years by board convene date *MSD must not be prior to 1 Feb 2021	**Dates:** * All Tentative 11 Jul – 23 Aug 19 9 Sep – 23 Oct 19 **Length:** 6.5 weeks **Location:** Maxwell AFB, AL
Air Command and Staff College – Air Reserve Component Seminar (ACSC-ARCS) ***Quotas:** Primary – 12 Alternate – 5	• Air Force Reserve majors have the opportunity to enhance their Air Command and Staff College (ACSC) distance learning (DL) officer professional military education (OPME) during the Air Reserve Component Seminar (ARCS). ACSC ARCS is a blended-learning program which comprises **one 2-week seminar** conducted in June on-site at Maxwell AFB, Alabama. ARCS offers an in-resident experience to those total force officers without the opportunity or time to attend a resident OPME program. The ACSC ARCS program provides an enriched learning environment that uses a combination of student-led seminars, guest lectures and exercises facilitated by AU resident and distance learning faculty • ACSC ARCS participants follow the ACSC 6.0 DL curriculum and are required to complete certain pre-requisites before they participate. Following ARCS, members are expected to complete the remainder of the ACSC DL curriculum requirements at home station. Non-resident IDE credit will be reflected in ACSC ARCS student personnel records • Students MUST be enrolled in ACSC DL <u>and</u> complete the ACSC 6.0 Student Orientation course as well as the self-paced Applied Leadership and Command (LC) course **BEFORE ATTENDING ACSC ARCS.** • This is done by enrolling/registering via the AU Portal and setting up an AU Blackboard account following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: https://ausis.maxwell.af.mil Course Information: http://www.au.af.mil/au/acsc/distance.aspx	**Rank:** O-4 *Maj Selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out *TFCSD must not exceed 18 years by board date *Students currently enrolled in ACSC DL who have already completed the Applied Leadership and Command (ALC) course are NOT eligible *MSD must not be prior to 1 Jun 2022	**Dates:** 10 - 21 Jun 19 **Length:** 2 weeks **Location:** Maxwell AFB, AL

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Course	Description	Eligibility Requirements	Start Dates / Length / Location
Air War College- Air Reserve Component Seminar (AWC-ARCS) ***Quotas:** Primary – 15 Alternate – 5	• Air Force Reserve Lt Cols have the opportunity to enhance their Air War College (AWC) distance learning (DL) officer professional military education (OPME) during the Air Reserve Component Seminar (ARCS). AWC ARCS is a blended-learning program which comprises **one 2-week seminar** conducted in June on-site at Maxwell AFB, Alabama. ARCS offers an in-resident experience to those total force officers without the opportunity or time to attend a resident OPME program. The AWC-ARCS program provides an enriched learning environment that uses a combination of student-led seminars, guest lectures and exercises facilitated by AU resident and distance learning faculty • AWC ARCS participants follow the AWC 18.0 DL curriculum and are required to complete certain pre-requisites before they participate. Following ARCS, members are expected to complete the remainder of the AWC DL curriculum requirements at home station. Non-resident SDE credit will be reflected in AWC ARCS student personnel records • Students MUST be enrolled in AWC DL <u>and</u> complete the AWC 18.0 Student Orientation as well as their Elective option **BEFORE ATTENDING AWC ARCS** • This is done by enrolling/registering via the AU Portal and setting up an AU Blackboard account following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: https://ausis.maxwell.af.mil Course Information: http://www.au.af.mil/au/awc/dl_main.aspx	**Rank:** O-5 *Lt Col Selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out *TFCSD must not exceed 26 years by board date *Students currently enrolled in AWC DL who have already advanced past their elective course are NOT eligible. *****MSD must not be prior to 1 Jun 2022	**Dates**: 3-14 Jun 19 **Length:** 2 weeks **Location:** Maxwell AFB, AL

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Course	Description	Eligibility Requirements	Start Dates / Length / Location
Leadership Today and Tomorrow (LTT) ***Quotas:** Primary – 25 Alternate – 8	• LTT serves the purpose of bridging the gap between the tactical Company Grade Officer and the operational Field Grade Officer, addressing the challenges associated with balancing today's readiness with tomorrow's new centers of power and capabilities in a more volatile and unpredictable world through the strategic use of the art of leadership	**Rank:** *Sr O-3 = >3yrs TIG Jr O-4 = <3yrs TIG (at time of application) *One time attendance only *MSD must not be prior to 1 Feb 2021	**Dates:** 5 – 9 Aug 19 **Length:** 5 days **Location:** Robins AFB, GA
International Junior Officer Leadership Development (IJOLD) ***Quotas:** Primary – 20 Alternate – 5	• CGO professional development with an opportunity to obtain valuable tools and skills in leadership principles and practices in a joint environment, exchange ideas and learn about the military of other NATO countries Course Information: http://international-airreserve.com/leadership-development/ijold/index.html	**Rank:** O-3 Only *One time attendance only *MSD must not be prior to 1 Feb 2021	**Dates:** Jul/Aug 19 **Length:** 7 days **Location:** Australia

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Course	Description	Eligibility Requirements	Start Dates / Length / Location
Canadian Forces Staff College (Seminar) ***Quotas:** Primary – 2 Alternate – 4	• Hosts the Joint Command and Staff Program Distance Learning (JCSP-DL) aimed to prepare selected senior officers for Command or Staff in a contemporary operating environment across the continuum of operations • CSP-DL is a 2-year, DL course with brief residential periods in Toronto, Canada • 2-week summer on-site session completes each academic year 1. If you have completed any modules of this course via correspondence then you are ineligible to apply. 2. Must provide certificate of completion of prerequisite course. Course Information: http://www.cfc.forces.gc.ca/378-eng.html	**Rank:** O-4 *O-4 selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out ***Prerequisite:** Must complete IDE first Does NOT grant IDE credit *MSD must not be prior to 1 Jun 2024	**Dates:** Overall Range: TBD Aug 19 - Jun 21 In-Res: TBD 1-Jul 20 2-Jun 21 **Length:** 2 FYs/2CYs **Location:** Toronto, Canada
Marine Corps Command and Staff College (Seminar) ***Quotas:** Primary – 2 Alternate – 4	• Educates and trains joint, multinational, and interagency professionals to produce skilled, warfighting leaders able to overcome diverse, 21st century security challenges • Initial in-residence period of 5 weeks and final residence period of 6 weeks 1. If you have completed any modules of the Marine Corps Command and Staff College course via correspondence then you are ineligible to apply 2. Must provide certificate of completion of prerequisite course Course Information: https://www.tecom.usmc.mil/cdet/SitePages/blended.aspx	**Rank:** O-4 *O-4 selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out ***Prerequisite:** Must complete IDE first Does NOT grant IDE credit *MSD must not be prior to 1 Jun 2023	**In-Res Dates:** 10 Jun – 12 July 19 (5 weeks) 27 Apr – 3 Jun 20 (6 weeks) **Length:** 1FY/2CYs **Location:** Quantico, VA

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Course	Description	Eligibility Requirements	Start Dates / Length / Location
Reserve Component National Security Course (RCNSC) ***Quotas:** Primary – 25 Alternate – 5	• Foundation for officers moving to joint command management and staff responsibilities in a multinational, intergovernmental, or joint nation security setting • Curriculum consists of lectures, panel discussions, seminars, on-site visits, and simulation exercises dealing with national security policy and defense resource management Course Information: http://rcnsc.dodlive.mil/	**Rank:** O-5 thru O-6 *O-5 selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out *MSD must not be prior to 1 July 2022	**Dates:** 15-26 Jul 19 **Length:** 2 weeks **Location:** Washington DC
NATO Reserve Forces Integration Course (RFIC) ***Quotas:** Primary – 2 Alternate – 4	• Instills in students an understanding of the various roles, missions, and doctrines of Reserve Forces throughout the Alliance • Building on Military Committee (MC) policy, the course surveys how the Alliance integrates Reserve Forces in current operations by exploring numerous national "best practices" in a comparative analysis framework (NATO course #M5-39) Course Information: https://www.natoschool.nato.int/Academics	**Rank:** O-4 thru O-6 *O-4 selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out *MSD must not be prior to 1 May 2022	**Dates:** 27 – 31 May 19 **Length:** 5 days **Location:** Oberammergau, Germany
NATO Senior Officer Policy Course (SOPC) ***Quotas:** Primary – 2 Alternate – 4	• Provides Senior NATO personnel with an evaluation of NATO's current and future security environment (NATO course # N5-31) • Applicants selected to attend are required to obtain a NATO Secret Security Clearance prior to attending the course Course Information: https://www.natoschool.nato.int/Academics	**Rank:** O-6 *O-6 selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out *MSD must not be prior to 1 Sep 2022	**Dates:** 9 – 13 Sep 19 **Length:** 5 days **Location:** Oberammergau, Germany
NATO Senior Reserve Officer Course (SROC) ***Quotas:** Primary – 2 Alternate – 4	• Prepares senior reserve officers for employment in support of NATO operations and/or appointments at a Higher Headquarters of the Alliance (NATO course # M5-76) • Select is required to obtain an NATO Secret Security Clearance prior to attending the course Course Information: https://www.natoschool.nato.int/Academics	**Rank:** O-6 *O-6 selects must pin-on prior to class start date and have a projected DOR in MilPDS at time of application close out *MSD must not be prior to 1 Sep 2022	**Dates:** 9 – 13 Sep 19 **Length:** 5 days **Location:** Oberammergau, Germany

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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

Has the applicant applied for only the courses which they are eligible? (Projected DORs *must* be annotated in MilPDS)

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 (Wing CC or equiv.) section complete?

Note: For clarity and brevity purposes it's recommended that applicant's justification and Rater/Senior Rater's comments are composed into clear and concise bullet statements. It also helps the board to have a stratification statement amongst other applicants from the Rater/Senior Rater. **This is not a mandatory requirement**.

Has applicant included all applicable attachments?

AFFMS II history report (in PDF format) showing **current *and* passing** Fitness Assessment.

Applicable waiver request letters signed by the applicant, rater, and senior rater (in accordance with Attachment 4 and in PDF format):

Participation: 5-year history of satisfactory participation (waivers are common for members who separated from active duty and experienced a break in service prior to joining the AFR or after IRR extended status) ** Members with less than 5 years time-in-service do not require a participation waiver request.

VLPAD: Waiver requests only required/accepted if member can provide a completed 1288 showing projected gain to a SELRES position prior to the course start date.

MSD requirements (these are in place to ensure that the AFR receives a return on investment for course attendance):

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)
Applicants MSD must not be prior to 1 Jul 2022 for the course listed below:
Reserve Component National Security Course (RCNSC)
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)
Applicants MSD must not be prior to 1 Jun 2023 for the course listed below:
Marine Corps Command and Staff College- Seminar (MCCSCS)
Applicants MSD must not be prior to 1 Jun 2024 for the course listed below:
Canadian Forces Staff College – Seminar (CFC)

Course Eligibility Requirements/Prerequisites: See course descriptions for specifics

SOS: O-3s must have less than 11 years total federal commissioned service (TFCS)

LTT: Applicants must not have previously attended

ACSC-S: O-4s must have less than 18 years TFCS by 4 Feb 2019

AWC-S: O-5s must have less than 26 years TFC by 4 Feb 2019

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
- Not including a required waiver

(Insert official letterhead)

Date

MEMORANDUM FOR RSSB PRESIDENT

FROM: Member's Rank, First and Last Name

SUBJECT: Waiver for (INSERT WAIVER TYPE HERE)

1.   I respectfully request a waiver with regard to meeting the RSSB for (INSERT WAIVER TYPE HERE – Course eligibility; Fitness; MSD; Participation) due to (PROVIDE DETAILED JUSTIFICATION 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/ Wing CC equivalent from Table 1)

Concur/Do not concur.

RATER SIGNATURE BLOCK
Duty Title

2nd Ind, (Office Symbol for 2d Indorsement Official/Wing CC equivalent from Table 1)

Recommend Approval/Disapproval to AFRC/A1KO of (INSERT WAIVER TYPE HERE) waiver.

SENIOR RATER SIGNATURE BLOCK
Duty Title