



DEPARTMENT OF THE AIR FORCE
AIR RESERVE PERSONNEL CENTER



ARPCM 23-04
31 March 2023

MEMORANDUM FOR ALL AIR FORCE RESERVE ENLISTED IN RANKS SSGT THRU CMSGT

FROM: ARPC/CC
18420 E. Silver Creek Ave
Buckley SFB, CO 80011

SUBJECT: Academic Year (AY) 2024 EDEB Convening Notice and Invitation to Apply
ARPC SUSPENSE: 31 July 2023

1. The AY24 Air Force Enlisted Developmental Education Board (EDEB) will convene 05-08 September 2023 at Headquarters Air Reserve Personnel Center, Buckley SFB, Colorado. In order to be considered by this board, it is imperative that all applicants and endorsers read and comply with the instructions outlined in Attachment 1. **ARPC suspense/deadline is 31 July 2023. Late applications will not be accepted.**

2. The EDEB convenes to identify the best qualified enlisted members 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 and responsibilities. The intent is to enhance the member's professional qualities, demonstrated leadership, academic and Force Development achievements. The EDEB process compliments 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 and Air Force Reserve followed by consideration of individual preferences.

3. Please ensure this message is given the widest possible dissemination. All enlisted and endorsers should familiarize themselves with the process for submitting applications for courses.

4. For questions relating to the EDEB process, please consult the attached application information first. Further questions can be addressed by emailing the ARPC/DPAF EDEB org box at: arpc.dpaf.edeb@us.af.mil. Label the subject line "EDEB: Last Name, First Name" of applicant.

JENNIE R. JOHNSON
Brigadier General, USAF
Commander

Attachments:

1. AY24 EDEB Invitation to Apply

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Attachment 1: AY24 Enlisted Developmental Education Board (EDEB) Application Information

1. Application Process. Applicants must submit a nomination package through MyVector: <https://myvector.us.af.mil> by the application deadline (**17 July 2023**). Eligible applicants will receive a MyVector notification and can apply via the link in the notification. A MyVector ‘How to’ guide and FAQs are located on the Air Reserve Personnel Center’s Force Development page, <https://www.arpc.afrc.af.mil/force-development/>. Endorsers must submit the applicant’s nomination package by the endorser deadline (**31 July 2023**). **Incomplete and late applications will not be accepted.**

1.1. Eligibility

1.1.1. Fitness. Each applicant must have a current and passing fitness assessment upon submission of their application. You can obtain your "Fitness Tracker Report" from myFSS: <https://myFSS.us.af.mil> under the myFitness application. The "Fitness Tracker Report" must be attached to the application in PDF format. If you are unable to access your fitness report, contact your unit’s Fitness Monitor.

1.1.2. Participation Summary. Applicants must have satisfactory participation for the last 5 years. Satisfactory participation is defined as a minimum of 50 points per year. Applicants with less than 5 years’ time-in-service are exempt from this requirement but must meet the 50 points for every year they served. Applicants not meeting this requirement must submit a waiver.

1.1.3. High Year Tenure (HYT). Applicant’s HYT must not be before **1 November 2026** for all courses.

1.1.4. Voluntary Limited Period Active Duty (VLPAD). Members serving on a VLPAD tour are eligible as long as they have an established tour end date and an approved/signed AF Form 1288 identifying a gain action to a SelRes position prior to course start date. The signed 1288 must be included as a PDF attached to the application in MyVector.

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

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

1.2.1. Current Unfavorable Information File (UIF).

1.2.2. No passing/current Fitness Assessment.

1.2.3. Not meeting the prerequisites.

1.2.4. SNCOs who have not completed an Associate's Degree from a regionally or nationally accredited institution.

1.2.5. Incomplete/improperly coordinated application.

1.3. Course Selection. Applicants may select multiple courses. Courses should be prioritized by specifying the course preference and attendance date. Course selection should be based on relevance to career path and professional goals.

1.4. Application Comments. Comments from the applicant and each endorser are mandatory. Comments must be clear, concise, and are limited to 1500 characters (bullet format is acceptable).

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

1.4.2. Rater. Comments should assess the member's potential for academic success and touch on items such as potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment. **Raters and Additional should thoroughly vet applicants and evaluate course selection(s) to ensure members are applying for courses appropriate for their rank, career path and developmental timeline.**

1.4.3. Group Superintendent/Command Chiefs. Provides final endorsement for each applicant and stratification for specified schools from within the applicant pool (example "My #1/5 applicants for NATO Orientation").

1.5. Application Withdrawal Procedure. Once an application is submitted to ARPC, applicants wishing to withdraw must email the ARPC/DPAF EDEB org box at arpc.dpaf.edeb@us.af.mil.

1.6. Waivers. Waivers must be submitted along with the application for any eligibility requirements not met. A waiver template is available within the MyVector application.

2. Board Process. Along with the MyVector application, the board will review each applicant's Enlisted Performance Reports (EPRs), Reserve-Enlisted Development Plan (R-EDP), Development Team (DT) Vectors, Decorations, Academic Education, and Assignment History.

2.1. Records Update. Applicants must ensure their records are current prior to the application deadline. Members can verify their records in PRDA and/or vMPF. If you identify any errors, immediately take a printed copy of the record review to your CSS/RIO Det/MPS, along with the source documentation for proof to have your record corrected. Examples of errors: missing/incorrect decorations, incorrect AFSC, missing/incorrect participation points...

3. Funding. All EDEB courses are centrally funded as Reserve Personnel Appropriation (RPA) for AFR traditional reservists, IMAs and ARTs selected to attend in military status. Air Reserve Technicians (ARTs) who attend in civilian status will be funded by unit O&M. Unit O&M funds will also be used to fund travel and per diem of selected AFR Active Guard Reserve (AGR) members. After central funding has been allocated, member must have their respective units (PM for IMAs) request for orders by normal methods. ARPC IS NOT the POC for funding issues; school selects need to work with their respective Finance Managers (FMs) or FSS to accomplish their school tour orders. AFRC/A1KB is the overall POC for all funding matters, they can be reached at afrc.a1kb@us.af.mil.

4. Points of Contact. Members should direct questions concerning EDEB applications to their respective chain of command before contacting ARPC. If further clarification is required, members should email the ARPC/DPAF EDEB org box at arpc.dpaf.edeb@us.af.mil.

5. References. Navigate to the following link for access to a step-by-step "Instructions to Apply", Application User Guide, and FAQs at ARPC: <https://www.arpc.af.mil/force-development/>. For additional information see DAFI 36-2670, Total Force Development.

Table 1.1: AY24 EDEB Routing Sequence for Applications

| ROUTING SEQUENCE | <u>1st Level</u> Rater | <u>2nd Level</u> Final Approval | <u>Final Level</u> Completion |
|-----------------------------------|-----------------------------------|--|--|
| SQ/GP/WG Level | Rater | Wg/CCC or Group Supt | HQ ARPC |
| NAF | Rater | NAF/CCC or Group Supt | HQ ARPC |
| IMA | Rater | WG/CCC or RIO/CCC | HQ ARPC |
| HQ RIO, RIO Detachment | Rater | RIO/CCC | HQ ARPC |
| HQ ARPC | Rater | ARPC/CCC | HQ ARPC |
| AFRC, HAF, AF/RE | Rater | AFRC/CCC | HQ ARPC |

Table 1.2: Routing Timeline for Applications

| MYVECTOR WINDOWS WILL CLOSE ON THE BELOW DATES | | | |
|---|------------------|-----------------|--------------------------------------|
| ROUTING DEADLINES | Applicant | Endorser | Must Be Submitted To ARPC |
| | 17 Jul 23 | 31 Jul 23 | 31 Jul 23 |

Attachment 2: AY24 EDEB Course Descriptions

Table 2.1: AY24 EDEB Enlisted Professional Development Courses

| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
|--|--|---|--|
| Reserve Component National Security Course (RCNSC) *Quotas: Primary: 15 Alternate: 15 | <ul style="list-style-type: none"> RCNSC is designed to lay a foundation for students moving on to joint command management and staff responsibilities in a multinational, intergovernmental, or joint national security setting. The curriculum consists of lectures, panel discussions, seminars, on-site visits, and a simulation exercise dealing with national security policy and defense resource management. Course Information: https://rcnsc.ndu.edu/ | SMSgt – CMSgt HYT: 1 Nov 2026 Notes: 1, 2 | Dates: *All Tentative 22 Jan – 2 Feb 24 2 -13 Apr 24 9 - 20 Jul 24 Length: 2 Weeks Location: Washington, DC |
| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
| International SNCO Development Course (INLEAD) *Quotas: Primary: 4 Alternate:4 | <ul style="list-style-type: none"> SNCO Leadership Course held as a part of the training process within ‘International Air Reserve Symposium’ (IARS). This course is in line with development of leadership skills for SNCOs focusing on the international environment and will subsequently enhance the participants’ cultural awareness. Upon completion of the course, the participants will further develop appropriate leadership skills in an international environment, exchange leadership experiences in an international setting, and gain insight into the leadership training of the Swiss Armed Forces. Course Information: https://international-airreserve.com/leadership-development/inlead/ | MSgt - SMSgt HYT: 1 Nov 2026 Note: 2 | Dates: *All Tentative Summer 2024 Length: 6 Days Location: TBD |

- Notes:**
1. Applicants who have not completed SEJPME may still apply. If selected, **SEJPME I or II must be completed 30 days prior to the class start date.**
 2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.
 3. Applicants must obtain a TS/SCI security clearance prior to class start date.
 4. Applicants must have completed an undergraduate degree.

Table 2.2: AY24 EDEB Sister Service Schools

| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
|--|---|--|--|
| <p>Navy Senior Enlisted Academy</p> <p>*Quotas: Primary: 3 Alternate: 3</p> | <ul style="list-style-type: none"> The Navy Senior Enlisted Academy (NAVSEA) provides senior enlisted leaders education in communication skills, leadership and management, national security affairs, Navy programs, and physical fitness. The 10-week SEA Course is comprised of 7 weeks Distance Learning (DL) followed by 3 weeks of in-residence education in Newport, RI. There is one non-academic week between the two phases, making the course 11 weeks from start to finish. Important note: Personnel reporting to the Academy must meet minimum U.S. Navy Physical Readiness Program standards as described in OPNAVINST 6110.1, (series). During In-Residence check-in, the staff will conduct a Body Composition Assessment (BCA). The Academy will disenroll all students who fail to meet the Navy's minimum body composition. <p>Course Information: https://www.usnwc.edu/Student-Information/Senior-Enlisted-Academy-Students</p> | <p>MSgt and SMSgt</p> <p>HYT: 1 Nov 2026</p> <p>Notes: 1, 2, 3, 4</p> | <p>Dates: *All Tentative 8 - 26 Jan 24 7 - 24 May 24</p> <p>Length: 77 Days (Start to finish)</p> <p>Location: Newport, RI</p> |
| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
| <p>Marine Corps Staff NCO Academy Advanced Course</p> <p>*Quotas: Primary: 3 Alternate:3</p> | <ul style="list-style-type: none"> The Advanced Course provides students with the knowledge and skills necessary to assume leadership roles of greater responsibility. Instruction places emphasis on leadership development and warfighting skills. Students of the Advanced Course will conduct physical training a minimum of 3 hours a week. <p>Course Information: https://www.usmcu.edu/ceme/courses/advanced/</p> | <p>MSgt only</p> <p>HYT: 1 Nov 2026</p> <p>Notes: 1, 2, 3, 4</p> | <p>Dates: *All Tentative 8 Aug – 27 Sep 24</p> <p>Length: 51 Days</p> <p>Locations: Quantico, VA Camp Pendleton, CA Camp Lejeune, NC</p> |

- Notes:**
1. Applicants who have not completed SEJPME may still apply. If selected, **SEJPME I or II must be completed 30 days prior to the class start date.**
 2. Applicants **must** have scored at least 80 percent on their last fitness test and the last three tests must be Excellent, Satisfactory, or Passing.
 3. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.
 4. Applicants must have 24 months of retention after the class graduation date.

| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
|---|--|---|--|
| <p>Coast Guard Chief Petty Officer Academy</p> <p>*Quotas: Primary: 4 Alternate:4</p> | <ul style="list-style-type: none"> The transition from E-6 to E-7 is the most critical in the enlisted career. The CPO Academy experience has been carefully designed to provide students with the skills and knowledge to make this transition as smoothly and effectively as possible. Our graduates are ready to become backbones of the enlisted workforce. Students complete work as individuals and groups, in classrooms and in the field. Major themes include Professionalism; Self-Awareness; Leadership; Communications; Strategic Thinking; Education and Lifelong Learning; Health and Wellness; and Community Service. <p>Course Information: https://www.forcecom.uscg.mil/Our-Organization/FORCECOMUNITS/TraCen-Petaluma/Training/CPOA/</p> | <p>MSgt only</p> <p>HYT: 1 Nov 2026</p> <p>Notes: 1, 2, 3, 4</p> | <p>Dates: *All Tentative 5 Feb – 2 Mar 24 1 – 26 May 24</p> <p>Length: 25 Days</p> <p>Location: Petaluma, CA</p> |

- Notes:**
1. Applicants who have not completed SEJPME may still apply. If selected, **SEJPME I or II must be completed 30 days prior to the class start date.**
 2. Applicants **must** have scored at least 80 percent on their last fitness test and the last three tests must be Excellent, Satisfactory, or Passing.
 3. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.
 4. Applicants must have 24 months of retention after the class graduation date.

Table 2.3: AY24 EDEB NATO Courses

| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
|---|--|---|---|
| <p>NATO Staff Orientation Course M5-32</p> <p>*Quotas: Primary: 12 Alternate: 10</p> | <ul style="list-style-type: none"> The NATO Staff Orientation Course provides a foundation of knowledge of NATO, including structure, policies, and operations, as well as current issues affecting the Alliance, to NATO and Partner Nation noncommissioned officers and civilian equivalents. <p>Course Information: http://www.natoschool.nato.int</p> | <p>TSgt and MSgt</p> <p>HYT: 1 Nov 2026</p> <p>Note: 2</p> | <p>Dates: *All Tentative 22 – 26 Jan 24 4 – 8 Mar 24 6 – 10 May 24</p> <p>Length: 1 Week</p> <p>Location: Oberammergau, Germany</p> |
| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
| <p>NATO NCO Intermediate Leadership Course M1-82</p> <p>*Quotas: Primary: 2 Alternate:2</p> | <ul style="list-style-type: none"> NATO NCO Intermediate Leadership Course provides in-depth knowledge to E6s and E7s of intermediate leadership skills, management abilities and knowledge of NATO, including: structures, policies, operations, and current issues affecting the Alliance, enabling NCOs to effectively apply these skills in the international setting. <p>Course Information: http://www.natoschool.nato.int</p> | <p>TSgt and MSgt</p> <p>HYT: 1 Nov 2026</p> <p>Notes: 1, 2</p> | <p>Dates: *All Tentative 29 Jan – 2 Feb 24</p> <p>Length: 1 Week</p> <p>Location: Oberammergau, Germany</p> |

Notes: 1. NATO Staff Orientation Course M5-32 is not a prerequisite for this course.

2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.

| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
|--|--|--|--|
| NATO NCO Advanced Leadership Course M1-95 *Quotas: Primary: 3 Alternate:3 | <ul style="list-style-type: none"> The NATO NCO Advanced Leadership Course provides in-depth knowledge of advanced leadership skills, management abilities, and knowledge of NATO, enabling E8s to effectively apply these skills in international settings. Course Information: http://www.natoschool.nato.int | SMSgt only HYT: 1 Nov 2026 Notes: 1, 2 | Dates: *All Tentative 20 – 31 May 24 Length: 1 Week Location: Oberammergau, Germany |

Notes: 1. NATO Staff Orientation Course M5-32 is not a prerequisite for this course.

2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.

| Course | Description | Eligibility Requirements | Start Dates / Length/ Location |
|---|--|---|---|
| <p>Military Reserve Exchange Program (MREP)</p> <p>*Quotas: Primary: 4 Alternate: 0</p> | <ul style="list-style-type: none"> Provides participants with training opportunities broadening their professional development and increasing knowledge of other Reserve forces; serve in Germany, UK, Denmark, or Estonia for 2 weeks. This program provides unique training/working alongside counterparts to gain a better understanding of the host country reserve program, equipment, training concepts and procedures. Additional info: AFI 36-2631 <u>Members placed on the MREP candidate selection roster will be notified if they have been selected to participate. Members will remain on the selection roster for 2-years. Not all members placed on the roster will attend as it's based on host nation requirements.</u> <p>MANDATORY DD FORM 3006 INFO: <u>The DD Form 3006 can be found inside of the EDEB MyVector application under Board Resource.</u></p> <ul style="list-style-type: none"> Commander's signature recommending participation in the exchange program and certifying the member is worldwide deployable, is not on a medical profile, and successfully passed their Fitness Assessment is required by completing the DD Form 3006 and submitting it as part of the application package in MyVector. The Unit Commander is also validating that he/she may serve as the U.S. host unit, when applicable, for a British, Danish, Estonian, German, or other partner nation participant during the exchange period. The foreign exchange participant is responsible for lodging and food costs, but the U.S. host will ensure the <i>availability</i> of transportation, lodging, and food as indicated in the appropriate partner nation memorandum of understanding. Line 26 of the DD Form 3006 must respond to the following question: How do you feel your participation in the Exchange Program will enhance your unit's mission readiness and how will you use what you have learned once you return? Limit your response to block 26 only. <u>Failure to submit a completed DD Form 3006 will disqualify a member from being selected for MREP.</u> <p>Please contact the program manager for any questions: Maj Paul Hizon Email: paul.hizon.2@us.af.mil</p> | <p>SSgt thru SMSgt</p> <p>HYT: 1 Nov 2026</p> <p>Notes: 1, 2</p> | <p>Dates: Apr – Sept 2024</p> <p>Length: Two weeks</p> <p>Location: Germany, United Kingdom, Denmark, Estonia</p> <p>*Determination of dates and location is based upon the needs of the host nation</p> |

- Notes:**
- Members selected for MREP may also be selected for an additional EDEB opportunity since MREP participation is not a guarantee.
 - Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application close.