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Attachment 1: CY24A Reserve School Selection Board (RSSB) Application Information

1. Application Process. Applicants must submit a nomination package through MyVector <https://myvector.us.af.mil> by the applicant deadline (**08 January 2024, 1630 MST**). 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 in myPers on the Force Development page as well on the Air Reserve Personnel Center's Force Development page. Endorsers must submit the applicant's nomination package by the endorser deadline (**22 January 2024, 1630 MST**). **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 as an officer. Applicants not meeting this requirement must submit a waiver.

1.1.3. 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. The MSD requirement for each course can be found within Attachment 2, Course Descriptions.

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. The TFCSD requirement for each course can be found within Attachment 2, Course Descriptions.

1.1.5. Time in Grade (TIG). Amount of time wearing current rank calculated from the officers Date of Rank (DOR). TIG requirements can be found within Attachment 2, Course Descriptions.

1.1.6. Voluntary Limited Period of 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.

1.1.7. 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.

1.1.8. Air Reserve Technicians (ARTs). ARTs are eligible to apply to attend in military status; however, ARTs wishing to attend in civilian status must apply through appropriate Civilian Developmental Education processes.

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.** Incomplete/improperly coordinated application.

1.3. Course Selection. Applicants may select multiple courses, however, do not select the same course more than once. 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 (bulleted 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 and Wg/CC (or equivalent). Comments should assess the member's potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment. It's recommended that raters provide stratification for members within the unit's applicant pool (ex. "My #1/5 Capt's nominated to attend a RSSB opportunity"). **Raters and Senior Raters should thoroughly vet applicants and evaluate course selection(s) to ensure members are applying for courses appropriate for their Core ID, rank, career path and developmental timeline.**

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

1.6. 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.

1.7. 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 Officer Performance Reports (OPRs), Reserve-Officer Development Plan (R-ODP), 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. For assistance with record updates contact your local CSS/MPF or submit a myFSS ticket to the appropriate office at <https://myfss.us.af.mil/>.

3. Funding. All RSSB courses are centrally funded as Reserve Personnel Appropriation (RPA) for AFR traditional reservists, IMAs and ARTs selected to attend in military status. 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 RSSB applications to their respective chain of command before contacting ARPC. If further clarification is required, members should email the ARPC/DPAF RSSB org box at: arpc.dpaf.rssb@us.af.mil.

5. Reference. Navigate to the following links for access to a step-by-step Application 'How to' Guide, and FAQs at ARPC: <https://www.arpc.afrc.af.mil/force-development/>. For additional information see DAFI 36-2670, Total Force Development.

Table 1.1: CY24A RSSB Routing Sequence for Applications

ROUTING SEQUENCE	1st Level	2nd Level	Final Level
All Applicants	Rater	Senior Rater	ARPC

Additional Routing Sequence Information:

1. Routing should closely emulate the evaluations routing chain.
2. If the Rater is also the Senior Rater (Wg/CC or Equivalent), the 2nd Level of routing does not apply.
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.***)
4. Wg/CCs 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 applicants rating chain.
5. NAF/CC coordination is only required on applications for members who are assigned to a NAF staff position.

Table 1.2: Routing Deadlines for Applications

MYVECTOR WINDOWS WILL CLOSE ON THE BELOW DATES			
ROUTING DEADLINES	Applicant	Endorser	Must Be Submitted To ARPC
	08 Jan 24 1630 MST	22 Jan 24 1630 MST	22 Jan 24 1630 MST

Attachment 2: CY24A RSSB Course Descriptions

Table 2.1: CY24A RSSB – Air Force Professional Military Education Courses

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p>Squadron Officer School (SOS)</p> <p>Quotas: Primary: 34 Alternate: 15</p>	<ul style="list-style-type: none"> Develops solution-minded, bold and courageous Airmen ready to overcome today's and tomorrow's challenges The course is structured around four primary areas (1) leadership, (2) building highly-effective teams, (3) logical and ethical reasoning in decision making, and (4) multi-domain joint warfare Students will engage in classroom and hands-on application events that will challenge their individual leadership awareness, foster innovative thinking, provide effective methods for conflict resolution, and collaboratively solve problems <p>SOS Mission: "Educate Air Force Captains to think, communicate, cooperate, and lead in the joint environment."</p> <p>Course Information: https://www.airuniversity.af.edu/SOS/</p>	<p>Rank: O-3</p> <p>*O-3 selects must pin-on prior to class start</p> <p>MSD: Min 18-month retainability upon course completion</p> <p>TFCS: Capt - less than 11 yrs</p> <p>*As of course start date</p>	<p>Dates: 24E: 4 Jun 24 - 12 Jul 24 (7 Quotas) 24F: 29 Jul 24 – 29 Aug 24 (14 Quotas) 24G: 24 – 29 Aug 24 (13 Quotas)</p> <p>Length: 5 weeks</p> <p>Location: Maxwell AFB, AL</p>

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p>Air Command and Staff College (Seminar)</p> <p>Quotas: Primary: 12 Alternate: 5</p>	<ul style="list-style-type: none"> Air Force Reserve O-4/O-4 selects have the opportunity to “jump start” their Air Command& Staff College (ACSC) distance learning (DL) professional military education during the Air Reserve Component Seminar (ARCS). ACSC ARCS is a blended-learning program which accomplishes a significant portion of the ACSC DL courseware during a two-week executive seminar at Air University ARCS offers an in-resident experience for Air Reserve Component officers that cannot forgo the time nor opportunity to attend a resident PME program. ACSC ARCS provides an enriched learning environment that executes key segments of the DL courseware with a combination of seminars, guest lectures and exercises facilitated by resident Air University academic and military faculty ACSC ARCS participants follow the ACSC version 7.0 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 <p>*Prerequisites:</p> <ul style="list-style-type: none"> Students MUST be enrolled in ACSC DL 7.0 and complete the courses listed below BEFORE ATTENDING ACSC ARCS. DL students that have advanced beyond the pre-requisite courses, or have completed ACSC DL, or the ACSC <i>Online Master’s Program (OLMP)</i> are NOT ELIGIBLE to attend ARCS ACSC DL v7.0 registration is done by enrolling/registering via the AU Portal and setting up an AU ASU Canvas following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: https://www.airuniversity.af.edu/eSchool/ACSC/Eligibility/ <p>Course Prerequisites:</p> <ul style="list-style-type: none"> - ORN 601S - GSS 601S - LDR 601S - LDR 602A - ISS 601S - WAR 601S <p>ARCS In-residence Course:</p> <ul style="list-style-type: none"> - AIR 601S - AIR 602S - JNT 601S <p>Course Information: http://www.airuniversity.af.mil/eSchool/ACSC/</p>	<p>Rank: O-4</p> <p>*O-4 selects must pin-on prior to class start</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCS: Maj - less than 18 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Jun 2024</p> <p>Length: 2 weeks/In-Res</p> <p>Location: Maxwell AFB, AL</p>

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p>Air War College-(Seminar)</p> <p>Quotas: Primary: 15 Alternate: 5</p>	<ul style="list-style-type: none"> Air Force Reserve O-5/O-5 selects have the opportunity to “jump start” their Air War College(AWC) distance learning (DL) professional military education during the Air Reserve Component Seminar (ARCS). AWC ARCS is a blended-learning program which accomplishes a significant portion of the AWC DL courseware during a two-week executiveseminar at Air University ARCS offers an in-resident experience for Air Reserve Component officers that cannot forgo the time nor opportunity to attend a resident PME program. AWC ARCS provides an enriched learning environment that executes key segments of the DL courseware with a combination of seminars, guest lectures and exercises facilitated by resident Air University academic and military faculty AWC ARCS participants follow the AWC version 19.0 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 <p>*Prerequisites:</p> <ul style="list-style-type: none"> Students MUST be enrolled in AWC DL 19.0 and complete the courses listed below BEFORE ATTENDING AWC ARCS. DL students that have advanced beyond the pre-requisite courses or have completed AWC DL are NOT ELIGIBLE to attend ARCS AWC DL v19.0 registration is done by enrolling/registering via the AU Portal and settingup an AU ASU Canvas account following the registration instructions on the Air University Student Information System (AUSIS) website using the following link: https://www.airuniversity.af.edu/eSchool/AWC/Eligibility/ <p>Course Prerequisites:</p> <ul style="list-style-type: none"> - ORN 701S - LDR 710S - LDR 711S - LRD 712S <p>ARCS In-residence Course:</p> <ul style="list-style-type: none"> - ISS 700S - SPC 700S - AIR 700S <p>Course Information: http://www.airuniversity.af.mil/eSchool/AWC/</p>	<p>Rank: O-5</p> <p>*O-5 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCS: Lt Col – less than 26 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Jun 2024</p> <p>Length: 2 weeks/In-Res</p> <p>Location: Maxwell AFB, AL</p>

Table 2.2: CY24A RSSB - Officer Professional Development (OPD) Course

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p>Leadership Today and Tomorrow (LTT)</p> <p>Quotas: Primary: 25 Alternate: 5</p>	<ul style="list-style-type: none"> 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 <p>Course Information: https://usaf.dps.mil/sites/AFRC-A1/PDC/SitePages/HOME.aspx</p>	<p>Rank: O-3 thru O-4</p> <p>*At time of application: Sr O-3 = >3yrs TIG Jr O-4 = <3yrs TIG</p> <p>MSD: Min 18-months retainability upon course completion</p> <p>TFCSD: Capt – less than 11 yrs Maj – less than 18 yrs</p>	<p>Dates: * All Tentative Aug 2024</p> <p>Length: 5 days</p> <p>Location: Robins AFB, GA</p>

Table 2.3: CY24A RSSB - Joint Courses

Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>International Junior Officer Leadership Development (IJOLD)</p> <p>Quotas: Primary: 15 Alternate: 5</p>	<ul style="list-style-type: none"> 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 <p>Course Information: http://international-airreserve.com/leadership-development/ijold/index.html</p>	<p>Rank: O-3</p> <p>*O-3 selects must pin-on prior to class start date</p> <p>MSD: Min 18-months retainability upon course completion</p> <p>TFCSD: Capt – less than 11 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Aug 2024</p> <p>Length: 7 days</p> <p>Location: OCONUS</p>
Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>Canadian Forces Staff College</p> <p>Quotas: Primary: 2 Alternate: 4</p>	<ul style="list-style-type: none"> Hosts the Joint Command and Staff Program Distance Learning (JCSP-DL) aimed to prepareselected 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 If you have completed any modules of this course via correspondence, then you are ineligibleto apply Must provide certificate of completion of prerequisite course <p>*Prerequisite: Must complete IDE first DOES NOT grant IDE credit</p> <p>Course Information: http://www.cfc.forces.gc.ca/378-eng.html</p>	<p>Rank: O-4</p> <p>*O-4 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Maj – less than 18 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Aug 2024 thru Jul 2025</p> <p>In-Res Dates: Jun/Jul 2024 (2 weeks) Jun/Jul 2025 (2 weeks)</p> <p>Length: 2 FYs/2CYs</p> <p>Location: Toronto, Canada</p>

Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>Marine Corps Command and Staff College</p> <p>Quotas: Primary: 2 Alternate: 4</p>	<ul style="list-style-type: none"> 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 If you have completed any modules of the Marine Corps Command and Staff College course via correspondence, then you are ineligible to apply Must provide certificate of completion of prerequisite course <p>*Prerequisite: Must complete IDE first DOES NOT grant IDE credit</p> <p>Course Information: https://www.usmcu.edu/CSC/</p>	<p>Rank: O-4</p> <p>*O-4 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Maj – less than 18 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Jun 2024 thru Jun 2025</p> <p>In-Res Dates: Jun – Jul 2024 (5 weeks) Apr – Jun 2025 (6 weeks)</p> <p>Length: 1FY/2CYs</p> <p>Location: Quantico, VA</p>
Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>Reserve Component National Security Course (RCNSC)</p> <p>Quotas: Primary: 19 Alternate: 5</p>	<ul style="list-style-type: none"> 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 <p>Course Information: http://rcnsc.dodlive.mil/</p>	<p>Rank: O-5 thru O-6</p> <p>*O-5 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCSD: Lt Col – less than 26 yrs Col – less than 26 yrs</p>	<p>Dates: * All Tentative Jul 2024</p> <p>Length: 2 weeks</p> <p>Location: Washington, DC</p>

Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>NATO Reserve Forces Integration Course (RFIC)</p> <p>Quotas: Primary: 2 Alternate: 4</p>	<ul style="list-style-type: none"> 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) <p>Course Information: https://www.natoschool.nato.int/Academics</p>	<p>Rank: O-4 thru O-6</p> <p>*O-4 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCS: Maj – less than 18 yrs Lt Col – less than 26 yrs Col – less than 26 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Jun 2024</p> <p>Length: 5 days</p> <p>Location: Oberammergau, Germany</p>
Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>NATO Senior Officer Policy Course (SOPC)</p> <p>Quotas: Primary: 2 Alternate: 4</p>	<ul style="list-style-type: none"> 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 <p>Course Information: https://www.natoschool.nato.int/Academics</p>	<p>Rank: O-6</p> <p>*O-6 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCS: Col – less than 26 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Sep 2024</p> <p>Length: 5 days</p> <p>Location: Oberammergau, Germany</p>

Course	Description	Eligibility Requirements	Start Dates / Length / Location
<p>NATO Senior Reserve Officer Course (SROC)</p> <p>Quotas: Primary: 1 Alternate: 4</p>	<ul style="list-style-type: none"> 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 a NATO Secret Security Clearance prior to attending the course <p>Course Information: https://www.natoschool.nato.int/Academics</p>	<p>Rank: O-6</p> <p>*O-6 selects must pin-on prior to class start date</p> <p>MSD: Min 3-year retainability upon course completion</p> <p>TFCS: Col – less than 26 yrs</p> <p>*As of course start date</p>	<p>Dates: * All Tentative Sep 2024</p> <p>Length: 5 days</p> <p>Location: Oberammergau, Germany</p>