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## **Attachment 1: AY25 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 Applicant deadline (**22 July 2024**). 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 (**5 Aug 2024**). **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.

**NOTE: Some courses have more stringent fitness requirements. Please refer to the Course Description under each course for any specific requirements.**

**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 2027** 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.** Members who attended a course through the AY23 or AY24 EDEB are not eligible to apply.

**1.2.2.** Current Unfavorable Information File (UIF).

**1.2.3.** No passing/current Fitness Assessment.

**1.2.4.** Not meeting the prerequisites.

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

**1.2.6.** 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. [REDACTED]

**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](mailto: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 TRs, IMAs, and ARTs, Unit O&M funds will be used to fund travel and per diem of selected Unit and HQ AGRs. 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 Unit Training Managers (UTMs), Finance Managers (FMs) or FSS to accomplish their school tour orders. IMA orders are accomplished through RIO's Order Writing Cell (OWC). HQ level AGRs assigned to a RegAF unit must submit an SF-182 with cost estimates to AFRC/A1KB upon selection. AFRC/A1KB is the overall POC for all funding matters; they can be reached at [afrc.a1kb@us.af.mil](mailto: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](mailto: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.afrc.af.mil/force-development/>

**Table 1.1: AY25 EDEB Routing Sequence for Applications**

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

**Table 1.2: Routing Timeline for Applications**

<b>MYVECTOR WINDOWS WILL CLOSE ON THE BELOW DATES</b>			
<b>ROUTING DEADLINES</b>	<b>Applicant</b>	<b>Endorser</b>	<b>Must Be Submitted To ARPC</b>
	22 Jul 24	5 Aug 24	5 Aug 24

**Attachment 2: AY25 EDEB Course Descriptions**

**Table 2.1: AY25 EDEB Enlisted Professional Development Courses**

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>Reserve Component National Security Course (RCNSC)</b></p> <p><b>*Quotas:</b> Primary: 15 Alternate: 15</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Course Information: <a href="https://rcnsc.ndu.edu/">https://rcnsc.ndu.edu/</a></p>	<p><b>SMSgt – CMSgt</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1, 2</p>	<p><b>Tentative Dates:</b> Jan 2025 (5 Pri, 5 Alt) Arl 2025 (5 Pri, 5 Alt) Jul 2025 (5 Pri, 5 Alt)</p> <p>Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 2 weeks</p> <p><b>Location:</b> Washington, DC</p>
Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>International NCO Development Course (INLEAD)</b></p> <p><b>*Quotas:</b> Primary: 4 Alternate:4</p>	<ul style="list-style-type: none"> <li>INLEAD is a leadership course held as a part of the development charter within the 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, exchange experiences, and develop partnerships in an international environment.</li> </ul> <p>Course Information: <a href="https://www.internationalairreserve.com/inlead">https://www.internationalairreserve.com/inlead</a></p>	<p><b>MSgt - SMSgt</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Note:</b> 2</p>	<p><b>Dates:</b> <b>*All Tentative</b> Summer 2025 Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 7 Days</p> <p><b>Location:</b> TBD</p>

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>Reserve Enlisted Legislative Fellowship</b></p> <p><b>*Quotas</b>  <b>Primary: 1</b>  <b>Alternates: 2</b></p>	<p>The Air Force Reserve Enlisted Legislative Fellowship offers instruction and hands-on experience on Capitol Hill through education and development activities consisting of: an intensive orientation of Congress; a full-time assignment to the staff of a member, committee, or support agency of Congress in Washington D.C.; and periodic seminars throughout the fellowship. The program also provides an outstanding opportunity to write and develop research for potential legislation issues of immediate or ongoing concern for the Air Force and the nation. The enlisted fellow will develop an enhanced perspective of the legislative process on a wide range of issues and will work under the auspices of HQ SAF/LL throughout the AF Legislative Fellowship cycle.</p> <p><b>This is a 54-month commitment including six months of academic courses, one year on Capitol Hill, and a 36-month post-Fellowship active duty service commitment (full-time AGR status) IAW AFI36-2658. ADSC commitment tour will likely be in the National Capitol Region.</b></p> <p>For questions please contact the Program Manager, CMSgt Eva Appiah,  Email: <a href="mailto:eva.appiah@us.af.mil">eva.appiah@us.af.mil</a></p>	<p><b>MSgt - SMSgt w/ less than 18 yrs TIS (as of 1 Jul 2025)</b></p> <p><b>HYT:</b>  1 Nov 2029</p> <p><b>Notes:</b> 1 - 3</p>	<p><b>Dates:</b>  July 2025 – Dec 2028</p> <p><b>Length:</b>  54 Months</p> <p><b>Location:</b>  NCR</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 pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application closes.
  3. **Reserve Enlisted Legislative Fellowship additional qualifications;**
    - Applicants must have a Secret clearance (TS/SCI preferred, but not required).
    - Must submit both a Military and Civilian (if applicable) biography, without photos, in the myVector application.
    - Applicants must have completed an undergraduate degree.
    - Applicants must have completed SNCOA.
    - Exceptional military bearing, appearance, and record of performance will be assessed by the Hiring Manger during in-person interview.
    - Working knowledge of the National Defense Strategy (NDS) is highly desired.

**Table 2.2: AY25 EDEB Sister Service Schools**

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>Navy Senior Enlisted Academy</b></p> <p><b>*Quotas:</b> Primary: 3 Alternate: 3</p>	<p>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). <b>Applicants must have scored at least 80 percent on their last fitness test and the last three tests must be Excellent, Satisfactory, or Passing. <u>The Academy will disenroll all students who fail to meet the Navy's minimum body composition.</u></b></p> <p>Course Information: <a href="https://www.usnwc.edu/Student-Information/Senior-Enlisted-Academy-Students">https://www.usnwc.edu/Student-Information/Senior-Enlisted-Academy-Students</a></p>	<p><b>MSgt and SMSgt</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1 - 4</p>	<p><b>Dates:</b> <b>*All Tentative</b> Apr 2025 (1 Pri, 1 Alt) Jun 2025 (1 Pri, 1 Alt) Jul 2025 (1 Pri, 1 Alt)</p> <p>Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 77 Days (Start to finish)</p> <p><b>Location:</b> Newport, RI</p>
<p><b>Marine Corps Staff NCO Academy Advanced Course</b></p> <p><b>*Quotas:</b> Primary: 2 Alternate: 2</p>	<p>• 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> <p><b>Applicants must have scored at least 80 percent on their last fitness test and the last three tests must be Excellent, Satisfactory, or Passing.</b></p> <p>Course Information: <a href="https://www.usmcu.edu/ceme/courses/advanced/">https://www.usmcu.edu/ceme/courses/advanced/</a></p>	<p><b>MSgt only</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1 - 4</p>	<p><b>Dates:</b> <b>*All Tentative</b> Apr 2025 (1 Pri, 1 Alt) Jul 2025 (1 Pri, 1 Alt)</p> <p>Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 51 Days</p> <p><b>Locations:</b> Quantico, VA Camp Pendleton, CA Camp Lejeune, NC</p>

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>Coast Guard Chief Petty Officer Academy</b></p> <p><b>*Quotas:</b> Primary: 2 Alternate: 2</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Applicants must have scored at least 80 percent on their last fitness test and the last three tests must be Excellent, Satisfactory, or Passing.</b></p> <p>Course Information:  <a href="https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Petaluma/Training/CPOA/">https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Petaluma/Training/CPOA/</a></p>	<p><b>MSgt only</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1 - 4</p>	<p><b>Dates:</b>  <b>*All Tentative</b>  Apr 2025 (1 Pri, 1 Alt)  Jul 2025 (1 Pri, 1 Alt)</p> <p>Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 25 Days</p> <p><b>Location:</b> 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 may be asked to submit updated Fitness Report prior to EDEB convening.
  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 25 months of retention after the class graduation date.



**Table 2.3: AY25 EDEB NATO Courses**

Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>NATO Staff Orientation Course M5-32</b></p> <p><b>*Quotas:</b> Primary: 12 Alternate: 10</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Course Information: <a href="http://www.natoschool.nato.int">http://www.natoschool.nato.int</a></p>	<p><b>TSgt and MSgt</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Note:</b> 2</p>	<p><b>Dates:</b> <b>*All Tentative</b> Jan 2025 Mar 2025 May 2025 Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 1 Week</p> <p><b>Location:</b> Oberammergau, Germany</p>
Course	Description	Eligibility Requirements	Start Dates / Length/ Location
<p><b>NATO NCO Intermediate Leadership Course M1-82</b></p> <p><b>*Quotas:</b> Primary: 2 Alternate:2</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Course Information: <a href="http://www.natoschool.nato.int">http://www.natoschool.nato.int</a></p>	<p><b>TSgt and MSgt</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1, 2</p>	<p><b>Dates:</b> <b>*All Tentative</b> Jan – Feb 25 Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 10 days</p> <p><b>Location:</b> 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
<p><b>NATO NCO Advanced Leadership Course M1-95</b></p> <p><b>*Quotas:</b> Primary: 3 Alternate:3</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Course Information: <a href="http://www.natoschool.nato.int">http://www.natoschool.nato.int</a></p>	<p><b>SMSgt only</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1, 2</p>	<p><b>Dates:</b> <b>*All Tentative</b> May 25</p> <p>Confirmed Dates will be published on the course website, available under Course Description.</p> <p><b>Length:</b> 10 days</p> <p><b>Location:</b> 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
<p><b>Military Reserve Exchange Program (MREP)</b></p> <p><b>*Quotas:</b> Primary: 4 Alternate: 0</p>	<ul style="list-style-type: none"> <li>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.</li> <li><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></li> </ul> <p><b>MANDATORY DD FORM 3006 INFO:</b> <b><u>The DD Form 3006 can be found inside the MyVector application under the resources tab and to the right of the course if chosen by the applicants.</u></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>The Unit Commander is also validating that he/she may serve as the U.S. host unit and you are able to create a robust host unit plan, 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 availability of transportation, lodging, and food as indicated in the appropriate partner nation memorandum of understanding.</li> <li>IMA/TR participants must plan to use Annual Training to host reciprocal exchange members at their home station, as AFRC does not provide additional funding for this portion of the program.</li> <li>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.</li> <li><b><u>Failure to submit a completed DD Form 3006 will disqualify a member from being selected for MREP.</u></b></li> </ul> <p>Please contact the Program Manager for any questions: Capt Jamillah Gonzalez, Email: <a href="mailto:jamillah.gonzalez@us.af.mil">jamillah.gonzalez@us.af.mil</a></p>	<p><b>SSgt thru SMSgt</b></p> <p><b>HYT:</b> 1 Nov 2027</p> <p><b>Notes:</b> 1, 2</p>	<p><b>Dates:</b> Apr – Sept 2025 For confirmed dates, please contact the Program Manager.</p> <p><b>Length:</b> Two weeks</p> <p><b>Location:</b> United Kingdom, Denmark Estonia</p> <p>*Determination of dates and location is based upon the needs of the host nation</p>

- Notes:** 1. Members selected for MREP may also be selected for an additional EDEB opportunity since MREP participation is not a guarantee.  
2. Applicants pending promotion must pin-on projected rank prior to class start date and have a projected DOR updated in MilPDS before application close.