



Developmental Education FAQ

Updated: 13 Aug 19



1. When can I submit my application?

Applications may be submitted in vPC based on the milestones schedule published on MyPers/Force Development page.

2. How do I apply for courses?

Through vPC application

- On the myPers homepage, click on the "Access the vPC Dashboard" link.
- Click on the "Action Request" tab.
- Under the "Force Development" section select the applicable school board.
- Once inside the application, simply follow the information provided.

NOTE: Read the current Invitation to Apply (ITA) for eligibility and course requirements. The ITA can be found in two locations:

- myPers (under the Air Reserve Tab, Officer or Enlisted, Force Development section, under the Developmental Education section).
- ARPC website (on the Force Development page).

3. What are the requirements I must meet in order to apply?

General eligibility requirements are:

- Current and passing fitness assessment.
 - Only the AFFMS II history report, in PDF format is accepted.
- At least 50 participation points within the last 5 years.
 - Waivers are accepted.
- MSD (review the Invitation to Apply for course specific MSDs).
- Meet the TFCSO requirements (review the Invitation to Apply for course specific TFCSOs).
- Meet applicable course prerequisites.
- No current UIF or pending retirement.

4. What should I write in my justification?

- All comments must be written in clear concise bullet format (1500 character limit) rather than paragraph form. Justification should include applicant's desire to attend specific course(s) and address potential for academic success, potential as a Reserve ambassador, future leadership potential, and assessment of AFR's Return on Investment from course attendance.

5. Do I have to have a current ODP/EDP to apply?

- No, however updated/current ODP/EDP information allows the education board panel members to be in lock-step with the applicant's goals and with the goals set forth by the applicant's Career-Field Functional Manager (CFM).

6. Do I have to be on the KPL to apply?

- No, however, developmental education board members do take into account this element when grading the application. This is just another piece of the "whole person concept".

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

- Waiver templates are located on myPers/Force Development page.
- Waivers may be submitted for any requirement that may deem an applicant ineligible.
- Waivers are due to ARPC at the time of application.
- Waivers must be signed by each coordinator in the chain of command and will be attached to the application in vPC.
- Waivers may be submitted for the following (this listing is not all inclusive):
 - Insufficient Participation Points (less than 50 points within the last 5 yrs).
 - MSD.
 - VLPAD.
 - Non-Current Fitness (AFFMS II) Report.

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

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

- PIRR members *are* eligible to apply for RSSB and EDEB only. If selected, the member will attend in points only status and will be responsible for all costs incurred.

9. I'm an ANG member, am I eligible to apply?

- ANG members *are not* eligible to apply under the Air Force Reserve's developmental education process.

10. I'm a VLPAD member, am I eligible to apply?

- VLPAD members *are* eligible to apply as long as they have an established tour end date and an approved/signed AF Form 1288 attached to the application in vPC.

11. Where/Who does my application route to after I've submitted it?

- For the most part, routing will follow the evaluation routing chain. For more specific routing guidance, refer to the applicable Invitation to Apply as there are some routing differences between each of the boards (RDEDB, RSSB, and EDEB).

12. How does my sister service (or non-Air Force Civilian) rater (or Senior Rater) coordinate on my application?

In vPC:

- Go to the MyPers website.
- Click on "Create Account".
- Input all of the requested information.

NOTE: All coordinators must have a vPC account.

13. How do I track my application?

Through vPC (within myPers):

- On the myPers homepage, Click on the "Access the vPC Dashboard" (under the "I Would Like To" header).
- Click the "Worklist" tab (in the "action request" block).
- Select "submitted by me" from the drop down menu.
- Click/Highlight the applicable application.

- The application is located with the name in the “Assigned To” section.
 - If the “Assigned To” section is blank, this means that the application is with ARPC.

14. How many slots are available for each school?

- Quotas for each course will be listed in the course description attachments of each Invitation to Apply and vary year to year.

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

- ARPC/DPAF. The fastest way to communicate with ARPC/DPAF is via submitting a myPers help ticket and/or emailing one of the following organizational boxes:
- arpc.dpaf.rssb@us.af.mil / arpc.dpaf.rdedb@us.af.mil / arpc.dpaf.edeb@us.af.mil

16. How do I withdraw my application?

- Applicants must submit a myPers ticket request to withdraw applications that are in “Coordination” status or that are with ARPC.
- Applications that have not been submitted may be cancelled by the applicant at anytime.

17. When are the school board results posted?

- Tentative release dates are listed in the milestones document located on myPers. Generally, results are released 2 ½-3 months after the application deadline, once the board meets and AF/RE approves the results.

18. I was selected for a course, but I can’t attend. What are my options?

- Submit a withdrawal memorandum with your respective chain of commands approval to ARPC/DPAF via the applicable email (arpc.dpaf.rssb@us.af.mil; arpc.dpaf.rdedb@us.af.mil; or arpc.dpaf.edeb@us.af.mil). The justification must be based on humanitarian, personal hardship, and/or operational purposes in order to be considered for a “withdrawal without prejudice”.
- There is a one-year academic deferment option for RDEDDB selects only. Submit a deferment memorandum in the same manner as a withdrawal request.

19. What if I’m withdrawn with prejudice from a course?

- Selects withdrawn “with prejudice” may be precluded from applying to courses in the future.

20. How does the funding process work for RDEDDB boarded courses?

- All DE in-residence courses boarded through the RDEDDB are centrally-funded by HQ AFRC. TRs, IMAs, and ARTs (attending in military status) will be placed on a Reserve Personnel Appropriation (RPA) School Tour with authorized PCS entitlements. ART members who attend in civilian status will be funded by unit O&M funds. ARPC IS NOT the POC for funding issues nor is AFRC/A1KO. Funding for orders will be reflected within the Budget Reporting System (BRS) at the appropriate servicing FM, at the appropriate time following the public release of school board results and notification to the selectees.

21. How does the funding process work for the RSSB short 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/ SF 182 Required

22. If selected for a course, how does the orders process work?

REDB: Once funding has been requested and reflected in BRS; TR, IMA, and ART members must have orders processed according to local processes. AGR members will receive their orders from ARPC/DPAA. HQ AFRC/A1KO will issue the training line numbers (TLNs) which will contain the report-no-earlier-than date (RNETD), and a report- no-later-than date (RNLTD) for their respective schools.

RSSB: Once funding has been requested and reflected in BRS; TR, IMA, AGR and ART members must have orders processed according to local processes.

23. If selected for a course, how many travel days do I get to arrive at my respective course?

- All students will be provided the requisite amount of travel days to their respective school IAW the Joint Travel Regulations (JTR) and if appropriate, will have the ability to take permissive TDY (PTDY) for house-hunting upon arrival at their school location.

24. Will I receive PCS entitlements for IDE/SDE in-residence courses?

- Depending on the type and length of the course, additional entitlements may be authorized. For related counseling, selectees should contact TMO at their local installation.

25. When are Training Line Numbers Processed?

- RSSB/ NLT 45 days before class start date.
- RDEDB/ NLT 120 days before class start date.

26. How do I apply for In-Residence Equivalency Credit (EC)?

- Members should refer to the table of approved EC courses found in AFI 36-2656, Chapter 3 / Table 3.3. If the course is listed, members should submit a written request routed through the appropriate rating chain of command with recommendation for approval by the senior rater. Requests should contain all supporting documentation: course/start/completion dates, graduation certificate, proof of competitive selection to attend, and the request must identify program/course for which they are requesting credit. Finally, member must also submit proof of appropriate level of IDE/SDE DL completion.
- Members must submit entire package via email to arpc.dpaf.rdedb@us.af.mil during RDEDB window **12 Jul - 30 Sep 19** for approval/disapproval of credit request.