ARPC
DEVELOPMENTAL EDUCATION
SCHOOL BOARD APPLICATION USER GUIDE

Table of Contents

1. Enlisted Developmental Education Board (EDEB)

1.1. APPLICANT.
- [ ] Log into your vPC Dashboard through myPers
- [ ] Apply through vPC Dashboard under the "Action Requests" tab
- [ ] Click on Air Reserve just below "Action Requests" tab
- [ ] Click on the "Enlisted Development Education Board (EDEB)" application link (on the right side toward the bottom under the "Force Development" header)
- [ ] Complete/Confirm Personal Information:
- [ ] Select your desired course(s)
- [ ] Complete the Justification box
  Note: 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 an assessment of the AFR's Return on Investment from course attendance. Addressing each of these areas provides the board with a self-assessment and will assist the board with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear explanation on why placement in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development.
- [ ] Select Yes or No for "Alternative Dates" and fill-in "Initial" block
- [ ] Attach all required documents as applicable (PDF format is mandatory):
  - o Individual Fitness Assessment History Report
  - o Waiver request letter(s) as applicable
- [ ] Select your Rater in the following manner:
  - o Click on the "Select Account" button
  - o Type in the Rater's Last and First Name
  - o Click Search
  - o Highlight the Rater's name
  - o Click Select
- [ ] Click Submit to forward application to Rater IAW the routing sequence table

1.2. RATER.
- [ ] Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- [ ] Double click on the EDEB Applicant to open individual application record
- [ ] Review applicant's information:
  - o School choices and ranking
  - o Attachments (individual fitness assessment history report, waiver request letters if applicable, and course pre-requisite requirements, if applicable)
  - o Justification
- [ ] Make recommendations by filling out the required fields in the "Your Coordination" section
- [ ] Complete Rater Comments section
  Note: Comments should include the Rater's assessment of the member 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 Return on Investment 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 NATO Orientation"). 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 Air Force Reserve and the applicant's professional development.

☐ Type in Length of Supervision (number of years/months)
☐ Mark appropriate answer for: "Consider this member an appropriate candidate for
  o School(s) desired." (Yes/No)
☐ Complete your personal information
☐ In the "Next Coordination" block, select the Additional Rater role from the drop down menu
☐ Click Submit to route the application to the Second Level Review IAW the routing sequence table

1.3. ADDITIONAL RATER.

☐ Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
☐ Double click on the EDEB Applicant to open individual application record
☐ Review applicant's information:
  o School choices and ranking
  o Attachments (individual fitness assessment history report, waiver request letters if applicable, and course pre-requisite requirements, if applicable)
  o Justification
☐ Make recommendations by filling out the required fields in the "Your Coordination" section
☐ Complete Rater Comments section
  Note: Comments should include the Rater's assessment of the member 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 Return on Investment 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 NATO Orientation"). 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 Air Force Reserve and the applicant's professional development.
☐ Type in Length of Supervision (number of years/months)
☐ Mark appropriate answer for: "Consider this member an appropriate candidate for
  o School(s) desired." (Yes/No)
☐ Complete your personal information
☐ In the "Next Coordination" block, select the MPS role from the drop down menu
☐ Click Submit to route the application to the Third Level Quality Review IAW the routing sequence table

1.4. MPS MANAGERS, RIO DET, MAJCOM/A1.

These roles have the responsibility to review all applications to ensure accuracy and completeness as well as ensuring proper coordination IAW the routing sequence table. Once the review is complete, the application will be forwarded to the member's Group Superintendent or Wing CCC).

☐ Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
☐ Double click on the EDEB Applicant to open individual application record
☐ Review applicant's eligibility information and school choices applications
☐ Review Rater's/Additional 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"
- In the "Next Coordination" block:
  - Select role of: Group Superintendent/Command Chief from the drop down
  - Click on the "Select Account" button
  - Type in the Last and First Name (Group Superintendent/Command Chief or Equivalent identified on member's application)
  - Click Search
  - Highlight the Group Superintenendt or Command Chief's Name
  - Click Select
- Click Submit to route the application to the Fourth Level Review IAW the [routing sequence table](#)

1.5. GROUP SUPERINTENDENT/COMMAND CHIEFS.
- Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- Double click on the EDEB Applicant to open individual application record
- Review applicant's school choices and justification
- Review Rater and Additional Rater's recommendation
- Make recommendations by filling out the required fields in the "Your Coordination" section
  Note: This role reviews the application and provides final endorsement for each applicant before submitting to ARPC.
- Select Do/Do Not support members attendance at the school(s) requested and provide reason
- Mark appropriate answer for : "Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards"
- Complete your personal information
- In the "Next Coordination" block, select role of "ARPC"
- Click Submit to route the application to the Final Level of routing IAW the [routing sequence table](#)

Table 1. EDEB Routing Sequence for Applications

ROUTING SEQUENCE	1st Level Rater	2nd Level Additional Rater	3rd Level Quality Review	4th Level Final Approval	5th Level Completion
SQ/GP/WG Level TR/AGR/ART	Rater	Additional Rater	MPS	Group Supt or Wg/CCC	HQ ARPC
NAF TR/AGR/ART	Rater	Additional Rater	CSS	NAF/CCC or Group Supt	HQ ARPC
IMA (All Organizations)	Rater	Additional Rater	RIO Detachment	RIO/CEM	HQ ARPC
RIO Detachment AGR/IMA	Rater	Additional Rater	CSS	RIO/CEM	HQ ARPC
HQ RIO AGR	Rater	Additional Rater	CSS	RIO/CEM	HQ ARPC
HQ ARPC AGR	Rater	Additional Rater	CSS	ARPC/CCC	HQ ARPC
AFRC	Rater	Additional Rater	CSS	AFRC/CCC	HQ ARPC
AF/RE, HAF, Combatant Command & Other DOD agencies TR/AGR/ART	Rater	Additional Rater	MAJCOM/A1	AFRC/CCC	HQ ARPC

*(Table header spanning row: **ROUTING SEQUENCE BY MEMBER STATUS AND COORDINATED ROLE**)*

Additional Information:

1. Routing should closely emulate the evaluations routing chain.
2. Coordinators must choose the applicable name assigned to these roles
   a. AFRC/CCC
   b. ARPC/CCC
   c. RIO/CEM
3. RIO Detachment/RMG Program Manager role may still be applicable/viewable to some members due to coding issues.

2. Reserve School Selection Board (RSSB)

2.1. APPLICANT.
☐ Log into your vPC Dashboard through myPers
☐ Apply through vPC Dashboard under the "Action Requests" tab
☐ Click on Air Reserve just below "Action Requests" tab
☐ 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:
☐ Select your desired course(s)
☐ Complete the Justification box
   Note: 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 an assessment of the AFR's Return on Investment from course attendance. Addressing each of these areas provides the board with a self-assessment and will assist the board with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear explanation on why placement in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development.
☐ Select Yes or No for "Alternative Dates" and fill-in "Initial" block
☐ Attach all required documents as applicable (PDF format is mandatory):
   o Individual Fitness Assessment History Report
   o Waiver request letter(s) as applicable
☐ Select your Rater in the following manner:
   o Click on the "Select Account" button
   o Type in the Rater's Last and First Name
   o Click Search
   o Highlight the Rater's name
   o Click Select
☐ Ensure Signature & Date Submitted block is correctly auto-populated
☐ Click Submit to forward application to Rater IAW the routing sequence table

2.2. RATER.
☐ 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:
   o School choices and ranking
   o Attachments (individual fitness assessment history report, waiver request letters if applicable, and course pre-requisite requirements, if applicable)
   o Applicants Justification
☐ Make recommendations by filling out the required fields in the "Your Coordination" section
   Note: Comments should include the Rater's assessment of the member 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 Return on Investment from sending this member to the specified course. Although not mandatory, it's recommended that raters provide stratification for specified schools from within the unit's applicant pool (example "My #1/5 applicants for IDE").

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 Air Force Reserve and the applicant's professional development.

- ☐ 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 your personal information
- ☐ Select applicant's Senior Rater in the following manner:
    - o Click on the "Select Account" button
    - o Type in the Rater's Last and First Name
    - o Click Search
    - o Highlight the Rater's name
    - o Click Select
- ☐ In the "Next Coordination" block, select the MPS Management, RIO Detachment, or MAJCOM A1 role
- ☐ Click Submit to route the application to the Second Level Quality Review IAW the routing sequence table

2.3. MPS MANAGERS, RIO DET, MAJCOM/A1.

These roles have the responsibility to review all applications to ensure accuracy and completeness as well as ensuring proper coordination IAW the table sequencing below. Once the review (2nd Level) is complete, the application will be forwarded to the member's Senior Rater (Wing CC or Equivalent).

- ☐ Double click on the RSSB Applicant to open individual application record
- ☐ Review applicant's eligibility information and school choices applications
- ☐ Review Rater's coordination for completeness and ensure there are comments
- ☐ Add pertinent information within the Comments box
- ☐ Insert any comments for the Developmental Education team within the ARPC Remarks box
- ☐ Mark appropriate answer for: "AFFMS attachment is viewable and has been verified"
- ☐ Mark appropriate answer for: "BIO attachment is viewable and has been verified"
- ☐ Mark appropriate answer for: "DLPT attachment is viewable and has been verified"
- ☐ Mark appropriate answer for: "GRE/GMAT Scores attachment is viewable and has been verified"
- ☐ Mark appropriate answer for: "Waivers attachment is viewable and has been verified"
- ☐ In the "Next Coordination" block, select role of Senior Rater from the drop-down
- ☐ Click Submit to route the application to the Third Level of routing IAW the routing sequence table

2.4. SENIOR RATER (Wg/CC, Directorate O-6, HQ ARPC/CC, HQ RIO/CC).

- ☐ 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 school choices and justification
- ☐ Review Rater's recommendation
- ☐ Make recommendations by filling out the required fields in the "Your Coordination" section
    Note: 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 IDE"). 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 Air Force Reserve and the applicant's professional development.

☐ Fill out Step 1: Select Do/Do Not support this Officer's attendance at the schools requested and provide reason for answer
☐ Fill out Step 2: Officer is rated as my number_ of_ of those nominated
☐ Fill out Step 3: After school I recommend him/her for the following assignment
☐ Mark appropriate answer for: "Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards."
☐ Complete your personal information
☐ Upload any applicable Coordination Attachments (e.g. signed waiver)
☐ In the "Next Coordination" block, select role of "ARPC
☐ Click Submit to route the application to the Final Level of routing IAW the routing sequence table

Table 2. RSSB 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	MPS	Wg/CC or Equivalent	ARPC
IMA (All Organizations)	Rater	RIO Detachment	Directorate O-6 or Equivalent	ARPC
NAF TR/AGR/ART	Rater	CSS	Directorate O-6 or Equivalent	ARPC
ARPC	Rater	CSS	HQ ARPC CC	ARPC
HQ RIO and RIO Det AGR	Rater	CSS	HQ RIO CC	ARPC
AFRC	Rater	CSS	Directorate O-6 or Equivalent	ARPC
AF/RE, HAF, Combatant Command, and Other DOD Agencies TR/AGR/ART	Rater	MAJCOM/A1	Directorate O-6 or Equivalent	ARPC

Additional Information:
1. If the Rater is also the Senior Rater (Wing CC or Equivalent), the 3rd level routing does not apply. Also, the Rater must select the yes he/she is also the Senior Rater and follow the appropriate steps for the Senior Rater role.
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 one O-6 in their chain.

3. Reserve Developmental Education Designation Board (RDEDB)

3.1. APPLICANT.
- ☐ Log into your vPC Dashboard through myPers
- ☐ Apply through vPC Dashboard under the "Action Requests" tab
- ☐ Click on Air Reserve just below "Action Requests" tab
- ☐ Click on the "Reserve Developmental Education Designation Board (RDEDB)" application link (on the right side toward the bottom under the "Force Development" header)
- ☐ Complete/Confirm Personal Information:
- ☐ Select your desired course(s)
- ☐ Complete the Justification box
  Note: 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 an assessment of the AFR's Return on Investment from course attendance. Addressing each of these areas provides the board with a self-assessment and will assist the board with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear explanation on why placement in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development.
- ☐ Select Yes or No for "Alternative Dates" and fill-in "Initial" block
- ☐ Attach all required documents as applicable (PDF format is mandatory):
  - o Individual Fitness Assessment History Report
  - o Waiver request letter(s) as applicable
- ☐ Select your Rater in the following manner:
  - o Click on the "Select Account" button
  - o Type in the Rater's Last and First Name
  - o Click Search
  - o Highlight the Rater's name
  - o Click Select
- ☐ Ensure Signature & Date Submitted block is correctly auto-populated
- ☐ Click Submit to forward application to Rater IAW the routing sequence table

3.2. RATER.
- ☐ Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
- ☐ Double click on the RDEDB Applicant to open individual application record
- ☐ Review applicant's information:
  - o School choices and ranking
  - o Attachments (individual fitness assessment history report, waiver request letters if applicable, and course pre-requisite requirements, if applicable)
  - o Justification
- ☐ Make recommendations by filling out the required fields in the "Your Coordination" section
  Note: Comments should include the Rater's assessment 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 Return on Investment 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 IDE"). 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 Air Force Reserve and the applicant's professional development.

☐ Type in Length of Supervision (number of years/months)
☐ Mark appropriate answer for: "Consider this officer an appropriate candidate for
     o School(s) desired." (Yes/No)
☐ Complete your personal information
☐ Select applicant's Senior Rater in the following manner:
     o Click on the "Select Account" button
     o Type in the Rater's Last and First Name
     o Click Search
     o Highlight the Rater's name
     o Click Select
☐ In the "Next Coordination" block, select the MPS Management, RIO Detachment, or MAJCOM A1 role
☐ Click Submit to route the application to the Second Level Quality Review IAW the routing sequence table

3.3. MPS MANAGERS, RIO DET, MAJCOM/A1.
These roles have the responsibility to review all applications to ensure accuracy and completeness as well as ensuring proper coordination IAW the table sequencing below. Once the review (2nd Level) is complete, the application will be forwarded to the member's Senior Rater (Wing CC or Equivalent).

☐ Double click on the RDEDB Applicant to open individual application record
☐ Review applicant's eligibility information and school choices
☐ Review Rater's coordination for completeness and ensure there are comments
☐ Add pertinent information within the Comments box
☐ Insert any comments for the Developmental Education team within the ARPC Remarks box
☐ Mark appropriate answer for: "AFFMS attachment is viewable and has been verified"
☐ Mark appropriate answer for: "BIO attachment is viewable and has been verified"
☐ Mark appropriate answer for: "DLPT attachment is viewable and has been verified"
☐ Mark appropriate answer for: "GRE/GMAT Scores attachment is viewable and has been verified"
☐ Mark appropriate answer for: "Waivers attachment is viewable and has been verified"
☐ In the "Next Coordination" block, select role of Senior Rater from the drop-down
☐ Click Submit to route the application to the Third Level of routing IAW the routing sequence table

3.4. SENIOR RATER.
☐ Access the member's application by logging on to vPC Dashboard under the "Worklist" tab
☐ Double click on the RDEDB Applicant to open individual application record
☐ Review applicant's school choices and justification
☐ Review Rater's recommendation
☐ Make recommendations by filling out the required fields in the "Your Coordination" section
Note: 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 IDE"). 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 Air Force Reserve and the applicant's professional development.

☐ Fill out Step 1: Select Do/Do Not support this Officer's attendance at the schools
  o Requested and provide reason for answer
☐ Fill out Step 2: Officer is rated as my number_ of_ of those nominated
☐ Fill out Step 3: After school I recommend him/her for the following assignment
☐ Mark appropriate answer for: "Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards."
☐ Complete your personal information
☐ Upload any applicable Coordination Attachments (e.g. signed waiver)
☐ In the "Next Coordination" block select role of "ARPC"
☐ Click Submit to route the application to the Final Level of routing IAW the routing sequence table

Table 3. RDEDB 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	MPS	Senior Rater	ARPC
IMA (All Organizations)	Rater	RIO Detachment	Senior Rater	ARPC
HQ RIO & RIO Det AGR	Rater	CSS	Senior Rater	ARPC
ARPC AGR/ART	Rater	CSS	Senior Rater	ARPC
NAF TR/AGR/ART	Rater	CSS	Senior Rater	ARPC
AFRC	Rater	CSS	Senior Rater	ARPC
AF/RE, HAF, Combatant Command, & Other DOD agencies TR/AGR/ART	Rater	MAJCOM/A1	Senior Rater	ARPC

Additional Information:
1. Rater and Senior Rater may be the same.
2. Application routing should closely emulate the routing of an OPR.
3. The rater for RIO Det CCs will be the HQ RIO/CC and Senior Rater will be ARPC/CC.
4. ARPC applicants will route to the ARPC/CC as the Senior Rater.
5. 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. myPers Screen Shots

4.1. EDEB/RSSB/RDEDB myPers Action Request Tab

4.2. EDEB/RSSB/RDEDB myPers Application Link