ARPC
DEVELOPMENTAL EDUCATION
SCHOOL BOARD APPLICATION USER GUIDE

10 July 2020

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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 (these are not mandatory headers, just a reference for discussion points). 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.
- ☐ Attach all required documents as applicable (PDF format is mandatory):
  - o Individual Fitness Assessment History Report
  - o Waiver request letter(s) as applicable
  - o DD Form 3006 for MREP
- ☐ 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. Ultimately, the board is looking for a clear push from the rater 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
    - 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:
    - School choices and ranking
    - Attachments (individual fitness assessment history report, waiver request letters if applicable, and course pre-requisite requirements, if applicable)
    - Justification
- Make recommendations by filling out the required fields in the "Your Coordination" section
- Complete Additional 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
    - School(s) desired." (Yes/No)
- Complete your personal information
- In the "Next Coordination" block, select the Group Superintendent/CCC role from the drop down menu
- Click Submit to route the application IAW the routing sequence table

1.4. 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 1.1: EDEB Routing Sequence for Applications

ROUTING SEQUENCE	1st Level Rater	2nd Level Additional Rater	3rd Level Final Approval	4th Level Completion
SQ/GP/WG Level	Rater	Additional Rater	Wg/CCC or Group Supt	HQ ARPC
NAF	Rater	Additional Rater	NAF/CCC or Group Supt	HQ ARPC
IMA	Rater	Additional Rater	WG/CCC or RIO/CCC[2]	HQ ARPC
HQ RIO, RIO Detachment	Rater	Additional Rater	RIO/CCC[2]	HQ ARPC
HQ ARPC	Rater	Additional Rater	ARPC/CCC[2]	HQ ARPC
AFRC, HAF, AF/RE	Rater	Additional Rater	AFRC/CCC[2]	HQ ARPC

Notes:
1. Routing should closely emulate the evaluations routing chain.
2. Coordinators must choose the applicable name assigned to these roles
   a. AFRC/CCC—CMSgt Timothy White
   b. ARPC/CCC—CMSgt Billie Baber
   c. RIO/CCC—CMSgt Stacy Wilfong

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, if not already selected
☐ Click on the "Reserve School Selection Board (RSSB)" application link (on the right side toward the bottom under the "Force Development" header)
☐ Select "Invitation to Apply", review ITA, add your initials, select "Continue"
☐ Click on RSSB application
☐ Complete/Confirm all Personal Information with an *
☐ 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 (these are not mandatory headers, just a reference for discussion points). 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 professional development.
☐ Answer all "I certify that:" questions with (Yes/No) and add your Initials
☐ Attach all required documents as applicable (PDF format is mandatory):
   o Individual Fitness Assessment History Report, which must include your name
   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 Maj's nominated to attend a RSSB opportunity"). 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.

☐ Mark answer for: "Consider this officer an appropriate candidate for School(s) desired" (Yes/No)
☐ Complete your personal information
☐ NOTE: If you are also the Applicants Senior Rater, select yes. A pop up window will appear confirming you are the SR, select yes again. If you are not the SR, continue to the next step.
  o A tab "*Senior Rater*" will appear at the top of "Your Coordination". Complete information as SR, see para 2.3 below for assistance
  o Ensure information as the Rater is also completed
☐ Select applicant's Senior Rater (Wg/CC, Directorate) in the following manner:
  o Select the appropriate "Role" using the drop down menu under "Next Coordination"
    o select "Wg/CC, Directorate or Applicant (if returning to the member)"
  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 route the application IAW the routing sequence table

2.3. 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 Maj's nominated to attend a RSSB opportunity"). 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 (See ITA for information)
☐ Fill out Step 3: 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, ect.)
☐ In the "Next Coordination" block, select role of "ARPC", or return to previous coordinators
☐ 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	1st Level	2nd Level	Final Level
SQ/GP/WG Level	Rater	Wg/CC or Equivalent	ARPC
IMA	Rater	Directorate O-6 or Equivalent	ARPC
NAF	Rater	Directorate O-6 or Equivalent	ARPC
HQ ARPC	Rater	HQ ARPC/CC	ARPC
HQ RIO, RIO Detachment	Rater	HQ RIO/CC	ARPC
HQ AFRC, HAF, AF/RE and Other DOD Agencies	Rater	Directorate O-6 or Equivalent	ARPC

Additional 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. Also, the Rater must select the "yes, he/she is also the Senior Rater" and follow the appropriate steps for the Senior Rater role.
3. 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 applicant's rating chain.
4. NAF/CC coordination is only required on applications for members who are assigned to a NAF staff position.

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, if not already selected
- Click on the "Reserve Developmental Education Designation Board (RDEDB)" application link (on the right side toward the bottom under the "Force Development" header)
- Select "Invitation to Apply", review ITA, add your initials, select "Continue"
- Click on RDEDB application
- Complete/Confirm all Personal Information with an *
- Select your desired course(s)
- Attach all required documents as applicable (PDF format is mandatory):
  - Individual Fitness Assessment History Report, must include your name
  - Waiver request letter(s), BIO, ect., as applicable
  - Templates are available for your use
- Select your Rater in the following manner:
  - Click on the "Select Account" button
  - Type in the Rater's Last and First Name
  - Click Search
  - Highlight the Rater's name
  - Click Select
- 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 (these are not mandatory headers, just a reference for discussion points). 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.
- Read eligibility criteria and ensure Signature & Date blocks are correctly auto-populated
- Read requirements, add your Initials
- 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 Application to open the individuals application record
- Review applicant's information:
  - School choices and ranking
  - Attachments (individual fitness assessment history report, waiver request letters if applicable, and course pre-requisite requirements, if applicable)
  - Review 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 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 Lt Col's nominated to attend a RDEDB opportunity"). 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.

- Use the drop down menu to select the Length of Supervision (number of years/months)
- Mark appropriate (Yes/No) answer for: "Consider this officer an appropriate candidate for the school(s) desired*"
- Complete your personal information
- Select applicant's Senior Rater in the following manner:
    - Click on the "Select Account" button
    - Type in the Rater's Last and First Name
    - Click Search
    - Highlight the Rater's name
    - Click Select
- Attach any documents that may need the Senior Rater's signature or review
- In the "Next Coordination" block, select Senior Rater role. If returning for corrections, select Applicant role and type return comments for the member to review
- Click Submit to route the application IAW the routing sequence table

3.3. 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 Lt Col's nominated to attend a RDEDB opportunity"). 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 (See ITA for information)
- Fill out Step 3: After school I recommend him/her for the following assignment
- Complete your personal information
- Upload any applicable Coordination Attachments (e.g. signed waiver, ect.)
- In the "Next Coordination" block select role of "ARPC", or you may return the application.
- Click Submit to route the application to the Final Level of routing IAW routing sequence table

Table 3. RDEDB Routing Sequence for Applications

*ROUTING SEQUENCE	1st Level	2nd Level	Final Level
SQ/GP/WG Level	Rater	Senior Rater	ARPC
IMA	Rater	Senior Rater	ARPC
NAF	Rater	Senior Rater	ARPC
HQ ARPC	Rater	Senior Rater	ARPC
HQ RIO, RIO Detachment	Rater	Senior Rater	ARPC
HQ AFRC, HAF, AF/RE, and Other DOD Agencies	Rater	Senior Rater	ARPC

Additional Information:

1. Application 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. Also, the Rater must select the "yes, he/she is also the Senior Rater" and follow the appropriate steps for the Senior Rater role.
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 in the grade of O-4/O-4 selects, 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.
5. NAF/CC coordination is required on applications for members who are assigned to a NAF staff position and on all O-5 and above applicants, who are assigned to a SQ/GP/WG Level.

4. myPers Screen Shots

4.1. EDEB/RSSB/RDEDB myPers Action Request Tab

4.2. EDEB/RSSB/RDEDB myPers Application Link