

ARPC
DEVELOPMENTAL EDUCATION
SCHOOL BOARD APPLICATION USER GUIDE

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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):
 - Individual Fitness Assessment History Report
 - Waiver request letter(s) as applicable
 - DD Form 3006 for MREP
- 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
- 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:
 - 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 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	<u>1st Level</u> Rater	<u>2nd Level</u> Additional Rater	<u>3rd Level</u> Final Approval	<u>4th Level</u> 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.
 - A tab "*Senior Rater*" will appear at the top of "Your Coordination". Complete information as SR, see para 2.3 below for assistance
 - Ensure information as the Rater is also completed
- Select applicant's Senior Rater (Wg/CC, Directorate) in the following manner:
 - Select the appropriate "Role" using the drop down menu under "Next Coordination"
 - select "Wg/CC, Directorate or Applicant (if returning to the member)"
 - Click on the "Select Account" button
 - Type in the Rater's Last and First Name
 - Click Search
 - Highlight the Rater's name
 - 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. RDEDDB 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

The screenshot shows the myPers dashboard interface. At the top left is the myPers logo. Below it is the 'Dashboard' section with a 'Role Filter' dropdown set to 'All' and a 'Role Filter Help' link. A navigation bar contains tabs for 'Overview', 'Worklists', 'Action Requests', 'Reports', 'My Roles / Delegations', and 'Routing Administration'. The 'Action Requests' tab is circled in red, with a red arrow pointing to it from the top right. Below the navigation bar are three main sections: 'To Do List', 'Messages', and a 'Messages' section at the bottom. The 'To Do List' section shows 'Total Pending Requests' as 5, with a sub-table of request types: Awards and Decorations (0), DD214 Correction (DD215) (0), Evaluations (3), Non-Paid Points (Guard) (0), Retirements (Guard and Reserve) (0), Separations (Guard) (0), Airman Development Plans (Guard and Reserve) (2), AGR Review Board (0), Reserve Developmental Education Designation Board (RDEDB) (0), and Reserve School Selection Board (RSSB) (0). The 'Messages' section shows 'Total Unread Messages' as 22, with a sub-table: Personal (0), Role Assignment (4), Delegation (0), and Action Request (18). The bottom 'Messages' section has a table with columns 'Date', 'Expires', and 'Subject', and buttons for 'New Message', 'Reply', 'Print', 'Delete', and 'Mark as Unread'. There are also radio buttons for 'Received' (selected) and 'Sent'.

4.2. EDEB/RSSB/RDEDB myPers Application Link

The screenshot displays the myPers dashboard interface. At the top left is the myPers logo. Below it is the 'Dashboard' section with a 'Role Filter' dropdown set to 'All' and a 'Role Filter Help' link. A navigation bar contains tabs for 'Overview', 'Worklist', 'Action Requests', 'Reports', 'My Roles / Delegations', and 'Routing Administration'. The 'Action Requests' tab is selected, and within it, the 'AIR RESERVE' sub-tab is highlighted with a red circle and a red arrow pointing to it. Below the navigation bar, there are dropdown menus for 'ACTIVE DUTY A', 'AIR RESERVE', and 'AIR NATIONAL GUARD', with 'AIR RESERVE' selected. A 'myPers Home Page' link is visible in the top right. The main content area is divided into several sections:

- Documents I've Requested:** Includes links for 'Track Previous Support Requests', 'Need further assistance with a request not listed on this page?', and 'Create a New Support Request'.
- My Records (updates and corrections):** Lists various update and correction requests such as 'Request Personal Data Updates', 'Update Civilian Employment Information (CEI)', 'Update DEERS Information', 'Request Duty History Changes or Corrections', 'Update Missing Awards and Decorations Order History', 'Request Military Service Date Changes and/or Corrections', 'Request Retirement Points Corrections', 'Review your Electronic Officer Selection Record (eOSR)', and 'Request Correction to my DD Form 214'.
- My Official Military Personnel Record (view/request copy):** Lists requests for documents and reports like 'View and Print Documents Online (.mil domain required)', 'View Current Retirement Points', 'Request a copy of your Performance Report', 'Request a 20 Year Letter (reissue)', 'Request a Mortgage Letter', 'Request a Reduced Retired Pay Eligibility Date', 'Request a VA Home Loan Letter', 'Request a copy of your Federal Award or Decoration', 'Request a list of your current Federal Awards and Decorations', 'Request your DD Form 214, Certificate of Release or Discharge', 'Request Other Documents (Select to view types and descriptions)', and 'Request a copy of your DD Form 215 (DD Form 214 Correction)'.
- Information Links:** Includes 'Air Force Board for Correction of Military Records Guidance', 'Total Force U.S. Citizenship Guidance', and 'TRICARE Reserve Select Information'.
- Evaluations (Overview):** Lists links for 'MPS or CSS Initiate Officer or Enlisted Performance Report', 'Appeal an Evaluation', 'Request a Shell on a Member', 'Submit a Letter of Evaluation (AF Form 77)', and 'Submit an Education/Training Report (AF Form 475)'.
- Officer Promotions (Overview):** Lists links for 'Submit a Letter to the Promotion Board (Officer)', 'Request a post-Board Counseling (Officer)', 'Accelerated and AGR Promotion Application', and 'Promotion Calculator'.
- Federal Awards and Decorations (Overview):** Lists links for 'Nominate a Member for MSM, AFAM, AFAM, AAM', 'Submit a Military Outstanding Volunteer Service Medal (MOVSM)', 'Combat Readiness Medal Certification', 'Amend or Revoke a Federal Award or Decoration', and 'Deny Air Reserve Forces Meritorious Service Medal (ARFMSM)'.
- Retirements (Overview):** Lists links for 'Apply for Retirement (Reserve, AGR, Mandatory, Pay at Age 60)', 'Notification of Eligibility for Retired Pay/RCSBP Package', 'Request information on my current RCSBP Election', 'Request Assistance on Retired Pay Issues', 'Reserve Retired Pay Calculator', and 'RCSBP Calculator'.
- Force Development (Officer Overview)(Enlisted Overview):** This section is circled in red. It includes links for 'Reserve Developmental Education Designation Board (RDEDB)', 'Reserve School Selection Board (RSSB)', 'Reserve Development Plan (R-DP)', 'Reserve Enlisted Development Plan (R-EOP)', 'AGR Review Board', 'Reserve Enlisted Developmental Education Board (EDEB)', and 'FSS/JFHQ POC Listing'.

Red arrows point to the 'AIR RESERVE' tab and the 'Reserve Enlisted Developmental Education Board (EDEB)' link. The 'Force Development' section is also circled in red.