MEMORANDUM FOR ALL FSSs, A1s, HQ RIO & J1s

FROM: HQ ARPC/CC
18420 E Silver Creek Ave
Buckley AFB, CO 80011

SUBJECT: Academic Year (AY) 2017 – 2018 Reserve Developmental Education Designation Board (RDEDB) Convening Notice and Invitation to Apply Instructions; ARPC SUSPENSE: 12 September 2016.

1. The AY17/18 RDEDB will convene 17-21 October 2016 at Headquarters Air Reserve Personnel Center, Buckley Air Force Base, Colorado. In order to be considered by this board, it is imperative that all applicants, raters, senior raters, and RIO Detachment/MPS/CSS/A1 functions read and comply with the instructions outlined in Attachment 1. ARPC suspense/deadline is 12 September 2016, NLT 1630 MT. Applicants and raters must ensure you coordinate with your unit/group/wing, MPS, NAF, MAJCOM A1 or RIO Detachment for their internal suspenses. Late applications will not be accepted.

2. The RDEDB is convened to identify the best-qualified officers for in-residence developmental course placement. Board members will evaluate applicants based on the whole person concept, which includes depth and breadth of military experience. In addition, applicants will be evaluated on responsibilities that capitalize on the member’s attendance at a specified course as well as their demonstrated professional and leadership qualities.

3. Please ensure this message is given widest possible dissemination. All officers, raters, and Military Personnel Sections should be familiar with the process for submitting applications for courses.

4. For questions relating to the RDEDB process, please consult the attached application instructions first. Further questions can be addressed by contacting your local MPS, RIO Detachment or NAF/MAJCOM as appropriate, or by calling the Total Force Service Center at 1-210-565-0102 or DSN 665-0102.

ELLEN M. MOORE, Colonel, USAF
Commander

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1. RDEDB Application Instructions
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3. Application Review Checklist
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APPLICATION INSTRUCTIONS

1. Eligibility Criteria & Waiver Requests. These requirements are guidelines to ensure the applicant is familiar with his/her specific criteria to ensure proper eligibility IAW AFI 36-2301, para A3.3.2. If any of the eligibility criteria in para 1.1 through 1.4 are not met, the applicant must submit a waiver request IAW AFI 36-2301, para A3.3.2.11. and AFI 36-2254v2, para 2.3.5.4.1. for application consideration prior to the application deadline. All waiver requests must be signed by the member, endorsed by his/her rater and senior rater, properly formatted IAW Attachment 4, and attached to the application in PDF format. Any request that fails to meet these requirements will not be accepted. The RDEDB Board President will evaluate and make final determinations on all above waiver requests.

Waiver request letters are an individual applicant’s responsibility and must include the member’s justification for seeking a waiver from the board president, to include reasons why he/she does not meet one or more of the eligibility criteria and why granting such a waiver is in the best interest of the AFR. ARPC will not submit a waiver request for, nor contact, the applicant if the request is not attached with the application. Furthermore, applicants must fully coordinate all waiver requests with signatures prior to submitting their application. Failure to submit the required waiver request with the application will render the package incomplete and will result in the member’s application being cancelled prior to the selection board.

1.1. Fitness. Each applicant must have a current and passing Fitness Assessment. The Individual Fitness Assessment History report must be attached with the application.

1.1.1. The report must be obtained from the Air Force Fitness Management System II (AFFMS II) located on the AF Portal website and uploaded to the application in PDF format. As the fitness assessment system of record, this is the ONLY format acceptable.

1.1.2. The applicant’s rater (as reflected in MilPDS, also the same individual who completes the member’s OPR) must verify the member has a current and passing Fitness Assessment. If not, the applicant must submit a waiver request IAW Attachment 4.

1.1.3. Members who are on profiles exempting them from one or more fitness assessment components ARE NOT required to attach a form 469 to their application explaining any exemptions. Form 469s will not be accepted in place of a waiver request letter formatted IAW attachment 4. Waiver requests are only required for members who are non-current.

1.2. Participation Summary/History. The RDEDB will look at each applicant’s previous five years of participation history. Any applicant without five previous consecutive years of satisfactory participation must submit a waiver request IAW para 1 and Attachment 4 with the application explaining any absences. Each applicant is responsible for ensuring his/her records reflect current information prior to the application deadline.

1.3. Mandatory Separation Date (MSD). The Mandatory Separation Date is the calendar date on which a service member must either be discharged or retired from military service based on mandatory service time, grade, and age criteria. With regard to future retainability, an applicant’s MSD is compared to the course graduation date.

1.3.1. Retainability (48 Months). All RDEDB courses require 48-month retainability after the school graduation date. If applicant’s MSD is prior to July 2022, they must submit a waiver request IAW para 1 and Attachment 4.

1.4. AGRs. AGR applicants must have 2-years’ time-on-station prior to 30 June 2017. Waiver requests can be submitted IAW Attachment 4 for this requirement with the application and will be viewed by the Board President for approval/disapproval.
1.5. Reserve Service Commitment. All AFR members who attend IDE, SDE, or ASG courses in-residence will incur a 3-year reserve service commitment upon completion of the program they attend.

1.6. Total Federal Commissioned Service Date (TFCSD). TFCSD includes all periods of federally recognized commissioned service, whether active or inactive duty. This is identified as the original date of commissioning. Members are responsible for identifying and validating TFCSD with the appropriate Military Personnel Section (MPS) or RIO Detachment. O-5 thru O-6 must have fewer than 26-years’ TFCS by July 2017. O-4s must have fewer than 18-years’ TFCS by July 2017. Waiver requests will not be accepted for this requirement.

1.7. Disqualifying Factors. Applicants are not eligible to apply if they have any of the following indicators for which waiver requests will not be accepted.
   - Current Unfavorable Information File (UIF)
   - Not meeting the prerequisites/requirements for a course
   - Incomplete/improperly coordinated application

1.8. Deferred Officer. Applicants may not be more than twice-deferred for promotion as defined by Title 10 U.S.C., Section 14501. Waiver requests will not be accepted for this requirement.

1.9. Prerequisites. Applicants applying for courses must be aware of prerequisites associated with each course. Para 2.1.1. and Attachment 2 cover courses and prerequisites/requirements. Waiver requests will not be accepted for this requirement.

1.10. Voluntary Limited Period Active Duty (formerly known as LEAD). Voluntary Limited Period Active Duty (VLPAD) members are not eligible to apply for the RDEDB process unless they have a signed AF Form 1288 projecting them to return to a SELRES position before 30 June 2017.

1.11. ANG. Air National Guard (ANG) members are not eligible to apply for the RDEDB.

1.12. PIRR. PIRR members are not eligible to apply for the RDEDB.

1.13. vPC Application Withdrawal Procedures. Once an application is submitted through the Virtual Personnel Center (vPC), officers wishing to withdraw their application from consideration may do so by accessing it from their vPC Dashboard Worklist, provided the application is still pending coordination and not routed to, or with, ARPC. Once an application is submitted to ARPC, officers wishing to withdraw their application from consideration must submit an email request to the ARPC Force Development Team at arpc.dptf.rdebl1@us.af.mil NLT 5 October 2016. Please type “Application withdrawal request for [Rank First Last Name]” in the subject line. Upon receipt of this request, ARPC Force Development Team will cancel the officer’s application.

NOTE: Applicants should understand that Raters/Senior Raters can cancel an application if they do not endorse the member meeting the RDEDB. It is the responsibility of members’ leadership to inform them of the intent to cancel their application before it reaches the board.

1.14. Dual Board Consideration. If a member has applied for school tour consideration through both the RDEDB and the RSSB and is deemed a RDEDB select, the RDEDB selection quota will take precedence and the member’s RSSB application will be removed from consideration.

1.15. Post Selection Actions. ARPC will contact each select immediately after public release to have them sign a Student Attendance Agreement confirming their intent to attend the school for which they were selected. It is a requirement that each select must return the signed agreement within 30 days of notification. Failure to sign the agreement or provide letter of justification for withdrawal within the 30 day requirement negates the select’s opportunity to attend the respective DE in-residence course. Furthermore, such withdrawal will be considered “With Prejudice” and will negate the applicant’s ability to apply for future courses in the same category (i.e. IDE or SDE courses).
1.16. RDEDB Course Withdrawal and Deferment Procedures. Once selected for and notified of school selection, all requests for withdrawal will be coordinated through the member’s Senior Rater and received by ARPC/DPAF for processing no later than 30 days after selection notification. ARPC/DPAF will coordinate the member’s request through HQ AFRC/A1 and AF/REP to AF/RE-D for approval and a “With/Without Prejudice” determination to include if the member can compete for RDEDB courses in the future. Humanitarian and Operational deferral requests will follow the same process. All such requests can be emailed to ARPC Force Development at: arpc.dptf.rdedb1@us.af.mil.

Selectees who obtain an approved deferment will be deferred one Academic Year (AY), and then contacted prior to the execution of the next RDEDB as to their intent to attend the course for which they were selected the previous year. Selectees who choose to attend the next AY will be automatically placed in a position for the school which they were selected and will be required to sign a Student Attendance Agreement. Selectees who choose not to attend must submit a withdrawal package at that time. Such withdrawal requests will be evaluated by the Board President, who will render a “With/Without Prejudice” decision IAW AFRCI 36-2640, para 3.2.10. Members who receive approved Withdrawals “Without Prejudice” may compete for future opportunities in the same category (i.e. IDE or SDE courses) from which they previously withdrew. Members who receive approved Withdrawals “With Prejudice” will be screened out from competing for future opportunities in the same category (i.e. IDE or SDE courses).

1.17. IDE/SDE Equivalency Credit Request Procedures. All requests for Equivalency credit will be sent by e-mail directly to the ARPC Force Development Team at arpc.dptf.rdedb1@us.af.mil no later than 19 September 2016 with supporting documentation including Certificate of Completion (e.g. transcripts, diploma), proof of competitive selection (e.g. notification or selection letter/e-mail), and proof of attendance (e.g. orders, travel voucher). Please put “Equivalency Credit request for [Rank First Last Name]” in the subject line. Upon receipt of this request, the ARPC Force Development Team will process for RDEDB Board President approval.

2. Application Process. Applicants must submit a completed nomination package via vPC IAW paragraph 3 below. Incomplete or improperly coordinated applications, applications submitted via alternate means, and applications received at ARPC after the final suspense date will not be accepted. Completed applications must be coordinated through the applicant’s appropriate Rater, Senior Rater, MPS/RIO Detachment/NAF CSS/MAJCOM A1 as applicable to meet the ARPC suspense of 12 September 2016, NLT 1630 MT IAW Table 1.

It is imperative that applicants pay particular attention to the eligibility criteria outlined above in Paragraph 1, as well as the requirements for each course to which they are applying as noted in the course description in Attachment 2. ARPC will not accept partial applications.Incomplete applications will be returned with corrective actions necessary, if applicable. All coordinators must have a vPC account, including Sister Services and all Federal agencies, located on the myPers website. To accomplish, click on “Create Account” and complete ALL pertinent information.

2.1. Course Eligibility. Applicants who have attended IDE or SDE in-residence are not eligible to apply for subsequent in-residence courses within the same category. Applicants may only apply for SAASS, provided they meet the course-specific eligibility criteria.

2.2. Course Selection. If an individual is selected by the RDEDB, their school preferences and experience combined with the needs of the AFR, will be considered. Therefore, applicants must select and prioritize all service-specific DE programs for which they are applying for and/or are eligible.

Example 1: If IDE applicants apply for one of the following courses, they must prioritize all three: Air Command and Staff College, Army Command and General Staff College, and Marine Command and Staff College.

Example 2: If SDE applicants apply for one of the following courses, they must prioritize all four: Air War College, Army War College, Naval War College, and National War College.
2.2.1. IDE courses that do not have to be prioritized with the courses listed in para 2.2. include: Advanced Study of Air Mobility, Air Force Legislative Fellowship, National Intelligence University, and Air Officer Commanding. These courses can be applied for exclusively at the applicant’s choosing regardless of whether they apply for the service-specific schools listed above, provided any applicable pre-requisites are met.

2.2.2. SDE courses that do not have to be prioritized with the courses listed in para 2.2. include: Dwight D. Eisenhower School, Harvard National Security Fellowship, SecDef Corporate Fellowship, Inter-American Defense College, and the Joint Advanced Warfighting School. These courses can be applied for exclusively at the applicant’s choosing regardless of whether they apply for the service-specific schools listed above, provided any applicable pre-requisites are met.

2.2.3. ASG courses that do not have to be prioritized with the courses listed in para 2.2 include: School for Advanced Air and Space Studies.

2.2.4. Prerequisite Courses: These courses are available for voluntary selection and prioritization, provided the applicant meets the course prerequisites as defined in the course descriptions in Attachment 2. When applying for more than one of these courses the applicant must prioritize them, and include them in their prioritization of any other course for which they apply.

2.2.4.1. IDE courses with a prerequisite:
   - AF Legislative Fellowship - ACSC-DL complete; must be able to fulfill a 3-year AGR tour
   - Air Officer Commanding - ACSC-DL complete; must be able to fulfill a 3-year AGR tour
   - Advanced Study of Air Mobility - GRE/GMAT & baccalaureate degree requirements

2.2.4.2. SDE courses with a prerequisite:
   - Harvard Fellowship - must be able to fulfill a 3-year AGR tour
   - SecDef Corporate Fellowship - must have a Master’s degree & be able to fulfill a 3-year AGR tour
   - Inter-American Defense College - Language proficiency in Spanish (DLPT 2/2)

2.2.4.3. ASG courses with a pre-requisite (SAASS only):
   - IDE in-residence complete; OR Regionally-accredited Master's Degree; OR
   - Air University's Online Master's Program (OLMP)
   - This course DOES NOT count as IDE or SDE
   - This course is open to both O-4s and O-5s
   - Applicants CANNOT be an SDE graduate
   - Applicants must not have more than 16-years’ Total Federal Commissioned Service at time of application
   - Applicants will be required to submit an application and essay directly to the School of Advanced Air & Space Studies and will meet a separate board process in addition to meeting the RDEDB

2.3. Board Packages. Along with the vPC application, the board will also consider/review each applicant’s Officer Performance Reports (OPRs), Reserve-Officer Development Plan (R-DP), Development Team (DT) Vectors/Recommendations, Decorations, Academic Education, Deployments, Assignment History, and Projected Date of Rank (DOR). For assistance, applicants can contact their MPS, or the TFSC at 1-210-565-0102 or DSN 665-0102.

2.3.1. Applicant Records. Applicants must ensure their records are current, and posted to MilPDS, as of the application deadline. Performance reports and decorations that are in coordination and have been submitted to ARPC for processing and insertion into a member’s
official records must be completed by the application deadline. Applicants can call the TFSC for assistance in expediting this process to ensure their records are updated in time to meet the application deadline. ARPC/DPAF will not accept any documents via email to include in an application package, nor will any new documents updated after the application deadline be included in the applicant’s board package.

2.3.2. OPRs. The board will review the applicant’s last five OPRs. Applicants must ensure their OPRs are current and in the Personnel Records Display Application (PRDA) prior to the application deadline. PRDA can be accessed via the AF Portal. Draft OPRs will not be accepted or reviewed by the board.

2.3.3. R-DP. The board uses this additional tool to gain insight into the applicant’s near, mid, and long-term goals. Current and previous vectors to include DE pushes from the DTs will be considered when applications are reviewed. An applicant’s R-DP does not have to be “DT Ready” to be seen by the board.

2.3.4. DT Vectors/Results. The board members will have career field DT vectors and results available for review during the RDEDB. Board members will focus on DT recommendations for professional development, status on the Key Personnel List (KPL), and Developmental Education (DE) endorsements.

2.3.5. Decorations. All updated MilPDS decorations will be viewable, but each applicant’s three most recent will be reviewed by the board. This information is accessible in vMPF for viewing as well as in PRDA.

2.3.6. Academic Education. The board reviews the two most recent levels of education, to include your academic specialty. The Air Force Institute for Technology (AFIT) is the single input source for updating academic education. An official transcript is required to make changes/updates and can be sent to: AFIT/Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB OH 45433; DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail AFIT.coding@afit.edu.

2.3.7. Deployment. If the applicant has deployment time that is not reflected on an OPR or Decoration, it is recommended that it be noted in the R-DP for board consideration.

2.3.8. Assignment History. This reflects the applicant’s last 10 duty assignments, including Duty AFSC. Usually, this mirrors the applicant’s OPRs. This information is accessible in vMPF for viewing.

2.3.9. Projected Date of Rank (DOR). Applicants with a projected DOR are eligible to apply for courses above their current grade. If this projected grade is not in the personnel system (MilPDS), the applicant is not eligible to apply for courses above their current grade or PME level. If the applicant has a projected DOR, he/she must pin on the new rank prior to the class start date.

3. Roles, Responsibilities, and Instructions for Routing Applications in vPC. The guidance below addresses each role in the RDEDB application process and how to correctly route applications. Table 1 shows the routing sequence of each role by member category.

3.1. Applicant. It is the applicant’s responsibility to read all instructions and understand eligibility requirements, prerequisites, and the application process. Additionally, the applicant is responsible for meeting all required deadlines, and monitoring the status of the application at all times. Applicants should work closely with their leadership to ensure school selections are aligned with their future goals and professional development recommendations. Applicants are strongly encouraged to coordinate with their Rater external to vPC via face-to-face, phone, or email discussion and to provide draft push statements to the Rater and Final Endorser.
**Applicant comments are mandatory.** Comments should include applicant’s desire to attend a specific course and the utility of his/her 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 assessment of AFR's Return on Investment (ROI) from course attendance. Addressing each of these areas provides the board with a self-assessment and will assist 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.

**Applicant forwards to Rater IAW Table 1.**

### 3.1.1. Member/Applicant’s Application Submission Steps in vPC
- 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:
  - Phone Number & Primary Mailing Address
  - E-mail address
  - Civilian Occupation
- Select your desired course(s) IAW para 2.2. (1st choice, 2nd choice, etc…)
- Attach all required documents as applicable (*PDF format is mandatory*):
  - Individual Fitness Assessment History Report from AFFMS II (Required)
  - Waiver letter(s) as applicable (see template in Attachment 4)
  - College Transcripts (Advanced School of Air Mobility, School of Advanced Air and Space Studies) or Master’s Degree certificate (School of Advanced Air and Space Studies & SecDef Corporate Fellowship)
  - GRE/GMAT Test Scores (Advanced Study of Air Mobility)
  - Air Force-formatted Biography (Harvard National Security Fellowship, AF Legislative Fellowship, Air Officer Commanding, SAASS)
  - *OPTIONAL:* Not more than 3 Letters of Recommendation (Air Officer Commanding, AF Legislative Fellowship, SAASS)
  - DLPT results (Inter-American Defense College)
- Complete the Justification box
- Complete Initials and Signature blocks
- Complete Senior Rater box (See Table 1)
- 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

### 3.1.2. Tracking the Status of the RDEDB Application
- Click on the “Worklist” tab
- In the “Action Requests” block next to “View”, select “Submitted by me” from the drop down menu
- Click the “Refresh” button to the right
- Click/Highlight the RDEDB that just appeared in the entries returned box
- Scroll down to “Coordination Actions”, this is where the current status of the application is displayed
3.2. **Rater.** The Rater’s role is to validate and ensure the information on the submitted application is complete. If the application is not complete, the Rater should return it to the applicant for corrections. Once the application is completed, the Rater will then add their appropriate comments in the Rater section.

**Rater comments are mandatory.** Comments should include the Rater’s consideration 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 (ROI) 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 ACSC").

Addressing each of these areas provides the board with a complete assessment and will assist with selecting the right student for the right class at the right time. 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.

Note: The Rater may be the same as the Senior Rater (in some chains of command, an individual may have two roles). **The application cannot be submitted to ARPC at this point. The Rater can disapprove and terminate the application, return it to the applicant for corrections, or forward to the applicant’s MPS Management, RIO Detachment, MAJCOM A1, or NAF/CSS role per Table 1 to conduct the first level review.**

3.2.1. **Rater Coordination Steps in vPC**

- 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:
  - School choices and ranking
  - Attachments (Individual Fitness Assessment History Report, waiver request letters if applicable, course pre-requisite requirements if applicable)
  - Justification
- Make recommendations by filling out the required fields in the “Your Coordination” section (Do not use “Return Remarks” block, unless returning package back to the applicant. Also, do not use “Coordination Remarks” block.):
  - Fill 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 Rater Justification section
  - Complete your personal information:
    - Rank/Name
    - Signature/Duty Title
    - Phone/Unit
- If the Rater is also the Senior Rater, follow the pop-up view instructions after selecting “Yes” next to “I am also the applicant’s Senior Rater.” Be sure to complete the Senior Rater coordination prior to forwarding the application per Table 1.
- In the “Next Coordination” block, select the MPS Management, RIO Detachment, NAF/CSS, or MAJCOM A1 role from the drop down IAW Table 1:
- Click Submit
3.3. MPS Management, RIO Detachment, MAJCOM A1, and NAF/CSS roles in vPC. These roles have the responsibility to review applications to ensure accuracy and completeness IAW the eligibility criteria outlined in para 1 above. Attachment 3 serves as an aid to conduct quality checks on each application prior to forwarding to the final coordination level per Table 1 below. **These roles have the ability to route the application to all levels.** Once the review (2nd Level) is complete, the application will be forwarded to the applicant’s Senior Rater IAW Table 1.

**MPS Management.** Authorized staff (CSS/FSS) at the wing-and-below level will utilize the “MPS Management” role in vPC to conduct the initial review of each application for all Unit and Wing TR/ART/AGR members prior to submission to the applicant’s Senior Rater.

**RIO Detachment.** Authorized staff at each RIO Detachment will utilize the “RIO Detachment” role in vPC to conduct the initial level review of each application for all IMA members prior to submission to the applicant’s Senior Rater.

**MAJCOM A1.** Authorized staff at the MAJCOM level will utilize the “MAJCOM A1” role in vPC to conduct the initial level review of each application for all TR/ART/AGR members assigned outside of a traditional unit structure prior to submission to the applicant’s Senior Rater. This includes members assigned to RE, AFRC, HAF, Combatant Commands, and other DoD agencies.

**NAF/CSS.** Authorized staff at the NAF level will utilize the “NAF/CSS” role in vPC to conduct the initial and final level reviews for all HQ NAF TR/AGR/ART members prior to submission to the applicant’s Senior Rater.

**3.3.1. MPS Management, RIO Detachment, MAJCOM A1 Coordination Steps**
- Access the applicant’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 eligibility information and school choices, then complete the quality review checklist (Attachment 3)
- Review Rater/Senior 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: Senior Rater from the drop-down
  - Click on the “Select Account” button
  - Type in the Senior Rater’s Last and First Name
  - Click Search
  - Highlight the Senior Rater’s name
  - Click Select
- Click Submit

3.4. Senior Rater. The Senior Rater’s role is to review the application and provide final endorsement for each applicant before sending to ARPC.

Senior Raters are defined as (for the purposes of this school board application):
- O-4 Applicants’ Senior Rater will be the rater’s rater.
- O-5 Applicants’ Senior Rater will be the first General Officer in their rating chain.
- O-6 Applicants’ Senior Rater will be the first General Officer in their rating chain, unless their rater is a General Officer. In which case, it will be the rater’s rater.

**Senior Rater comments are mandatory.** At a minimum, comments should specify why the Senior Rater 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 (ROI) from sending the member to the specified course, and recommendations for post-graduation follow-on assignment.

Senior Raters must include specific, numbered rankings for each pool of applicants they are endorsing. For example: If there are 15 IDE applicants in the Senior Rater’s organization, they will rank each of those 15 within that applicant group. If there are 10 SDE applicants, they will rank each of those 10 within that applicant group. DO NOT use stratifications pulled from applicants’ OPRs such as “My #1 of 47 majors in the wing.”

Addressing each of these areas provides the board with a complete assessment and will assist with selecting the right student for the right class at the right time. Ultimately, the board is looking for a clear push from the Senior 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.

Note: the Senior Rater may be the same as the Rater (in some chain of commands, an individual may have two roles). The Senior Rater can disapprove and terminate the application, return it to the applicant for corrections, or forward it to ARPC per Table 1.

3.4.1. Senior Rater Coordination Steps

- Access the applicant’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 in the “Previous Coordination” box
- Make recommendations by filling out the required fields in the “Your Coordination” section (Do not use “Return Remarks” block, unless returning package back to the applicant. Also, do not use the “Coordination Remarks” block):
  - Select Do/Do Not Support Officer’s attendance at the school(s) requested and provide reason for answer (justification)
  - Mark appropriate answer for: “Member is eligible and meets all requirements, including prerequisites and Air Force quality control standards.”
  - Complete your personal information:
    - Signature
    - Rank/Name
    - Duty Title
    - Date
    - Duty Phone/Unit
- In the “Next Coordination” block:
  - Select role of: “ARPC”
- Click Submit
Table 1. Routing Sequence for Applications:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>SQ/GP/WG Level TR/AGR/ART</td>
<td>Rater¹</td>
<td>MPS Management² or NAF/CSS³</td>
<td>Senior Rater¹</td>
<td>HQ ARPC</td>
</tr>
<tr>
<td>IMA (All Organizations)</td>
<td>Rater¹</td>
<td>RIO Detachment</td>
<td>Senior Rater¹</td>
<td>HQ ARPC</td>
</tr>
<tr>
<td>HQ NAF TR/AGR/ART</td>
<td>Rater¹</td>
<td>NAF/CSS</td>
<td>Senior Rater¹</td>
<td>HQ ARPC</td>
</tr>
<tr>
<td>HQ ARPC AGR/ART</td>
<td>Rater¹</td>
<td>MPS Management</td>
<td>Senior Rater¹</td>
<td>HQ ARPC</td>
</tr>
<tr>
<td>HQ RIO &amp; RIO Det AGR</td>
<td>Rater¹</td>
<td>MPS Management</td>
<td>Senior Rater¹</td>
<td>HQ ARPC</td>
</tr>
<tr>
<td>AF/RE, HAF, AFRC, Combatant Command, Other DOD agencies TR/AGR/ART</td>
<td>Rater¹</td>
<td>MAJCOM/A1</td>
<td>Senior Rater¹</td>
<td>HQ ARPC</td>
</tr>
</tbody>
</table>

*NOTEs*

1: The Rater and the Senior Rater can potentially be the same
2: The use of the “MPS Management” role in vPC includes CSS & FSS Education and Training personnel who will execute the Initial Review (2nd Level) Coordination on all RDEDB applications
3: Applications that need to be routed to a NAF/CC to complete Senior Rater coordination will be sent to the NAF/CSS role
4: 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), provided they have documented approval from their rater/senior rater, which should be attached to the application.

4. School Tour Funding & PCS Entitlements. All RDEDB courses are centrally-funded by HQ AFRC. TRs, IMAs, and ARTs (attending in military status) will be placed on an RPA-School Tour with authorized PCS entitlements. ART members who attend in civilian status will be funded by unit O&M funds. HQ ARPC IS NOT the POC for funding issues. AFRC/A1KE is the overall POC for all funding matters.

4.1. Orders. After funding has been allocated, TR, IMA and ART members must have their respective units request orders by normal methods. AGR members will receive their orders from HQ ARPC. All students will be provided a TLN, report-no-earlier-than date (RNETD), and a report-no-later-than date (RNLTD) for their respective schools from HQ AFRC/A1KO.

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

5. Billets While Attending School. IDE/SDE attendance is considered a PCS for all reserve members and will be provided PCS orders to school. However, not all members will be removed from the billet they occupied prior to school and placed in a new billet.

5.1. School Billets (TR, ART, IMA). There are no billets provided to IDE/SDE schools in which to place students. TR, ART, and IMA students will continue to occupy the billet they occupied prior to PCSing for school. Their orders will reflect a centrally-funded RPA School Tour
per para 4. All questions relating to back-filling of student billets while they are in school should be addressed to HQ AFRC/A1KO (TRs), HQ AFRC/A1C (ARTs), and HQ RIO (IMAs).

5.2. School Billets (AGRs). AGRs will vacate the billet they occupied prior to attending school and will be assigned to a new billet under AF/RE. Their school orders will reflect their permanent change of assignment from their current unit/organization to AF/RE, with duty at the school they will be attending.

6. Post-Graduation Student Assignment Facilitation Process. Upon notification of selection for a course, all selectees will have 30 days to fill out, sign, and return the following documents to ARPC:
- Student Attendance Agreement: acknowledges acceptance of school selection and agreement to attend
- Student Assignment Facilitation Worksheet: documents student background, status, and post-graduation assignment desires
- Student Assignment Facilitation Statement of Understanding (SOU): acknowledges expectations for post-graduation follow-on assignment process; must be signed by the Selectee and their Senior Rater

NOTE: Selectees who fail to return these documents within the 30-day suspense will be considered to have declined their course placement, and will be withdrawn with-prejudice (see para 1.15 & 1.16 above).

6.1 Student Assignment Facilitation Process. All selectees should understand AFRC’s in-residence student assignment facilitation process prior to submitting an application for an in-residence IDE/SDE/ASG course. This process is intended to be a collective effort between students, ARPC Force Development, Career Field Managers (CFMs), and AFR senior leaders to facilitate post-graduation follow-on assignments based on the needs of the AFR, and students’ assignment desires with consideration for their career paths up to that point. Students are required to seek, and apply to follow-on assignments, and to clearly communicate their placement desires to their CFM and assignment facilitator throughout the academic year.

6.2 Student Assignment Facilitation Panel. ARPC Force Development, AF/REG, CFMs, and AFR Senior Leaders comprise the Student Assignment Facilitation Panel. Students who were in AGR status prior to school are required to accept a follow-on assignment and cannot return to their previous position. It is a reasonable expectation that all others (TR, IMA, ART) will either accept a new position post-graduation, or will return to their previous position. Any student that does not accept a post-graduation follow-on assignment within a reasonable timeframe after graduation may be transferred to the IRR.

7. Points of Contact. Questions concerning your RDEDB application should be directed to your respective chain of command to include MPS, RIO Detachment, MAJCOM, or NAF before contacting ARPC. If further clarification is required, call the Total Force Service Center at 1-210-565-0102 or DSN 665-0102 and request transfer to the Force Development Division.
### AVAILABLE COURSES FOR THE AY17/18 RDEDB

**INTERMEDIATE DEVELOPMENTAL EDUCATION (IDE)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Requirements</th>
<th>Start Dates / Length / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Command and Staff College (ACSC)</strong></td>
<td>Air Command and Staff College prepares field grade officers of all services, international officers, and US civilians to assume positions of higher responsibility within the military and other government arenas. The course is geared toward teaching the skills necessary for air and space operations in support of a joint campaign as well as leadership and command. See specific course requirements before applying.</td>
<td>O-4 Any AFSC</td>
<td>Course Dates: Aug 2017 – Jun 2018 Length: 10 Months Location: Maxwell AFB, AL</td>
</tr>
<tr>
<td><strong>Army Command &amp; General Staff College</strong></td>
<td>Army Command &amp; General Staff College educates and trains intermediate level Army Officers, International Officers, Sister Service Officers, and Interagency leaders to operate in full spectrum Army, joint, interagency, and multinational operations as field grade commanders and staff officers. See specific course requirements before applying.</td>
<td>O-4 Any AFSC</td>
<td>Course Dates: Aug 2017 – Jun 2018 Length: 10 Months Location: Ft Leavenworth, KS</td>
</tr>
<tr>
<td><strong>Marine Command &amp; Staff College</strong></td>
<td>Marine Command and Staff College educates and trains its joint, multinational, and interagency professionals in order to produce skilled warfighting leaders able to overcome diverse 21st Century security challenges through the study of history, language, and culture. See specific course requirements before applying.</td>
<td>O-4 Any AFSC</td>
<td>Course Dates: Aug 2017 – Jun 2018 Length: 10 Months Location: Quantico, VA</td>
</tr>
<tr>
<td><strong>Advanced Study of Air Mobility (ASAM)</strong></td>
<td>The objective of the ASAM program is to build a core of experts in joint logistics, prepare future leaders for air mobility operations, and to serve as key mobility advisors to warfighting commanders. Each graduate’s expertise is developed in the areas of Joint Transportation, Joint Logistics Management, and Joint Planning through an Air Force Institute of Technology (AFIT) Master of Science in Logistics degree. In addition to the degree portion, the ASAM program also incorporates site visits to global DoD and commercial entities as well as USAF EOS academic courses such as Advanced Air Mobility Operations, Contingency Response Planning, Air Operations Center, and Director of Mobility Forces. The ASAM program is 13 months long and involves a PCS move to Joint Base McGuire-Dix-Lakehurst, New Jersey. ASAM graduates will receive a permanent advanced academic degree (AAD) code (1ATK) in their records identifying them as mobility experts.</td>
<td>O-4 Any AFSC</td>
<td>Course Dates: May 2017 – Jun 2018 Length: 11 Months Location: Joint Base McGuire-Dix-Lakehurst, NJ See Para 2.1.1</td>
</tr>
</tbody>
</table>

[http://www.mcuf.org/mcu_csc.html](http://www.mcuf.org/mcu_csc.html)
| **Air Force Legislative Fellowship** | The Air Force 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 officer 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. See specific course requirements before applying. See Para 2.1.1 & 2.1.1.1. | O-4 | Any AFSC | Notes: 1-3, 10-13, 15 | Course Dates: Aug 2017 – Dec 2019 | Length: 17 Months | Location: Washington DC |
| **Air Officer Commanding (AOC)** | Air Officer Commanding is a unique IDE and Cadet Squadron Command opportunity. Select will attend the University of Colorado at Colorado Springs to obtain a master’s in counseling and gain in-residence IDE credit. Following the academic year, the outplacement assignment will be to command a squadron at the USAFA Cadet Wing. Scopes of Responsibility: Commands through unique role as principal advisor and role model to cadet chain of command. Responsible to help guide the cadet chain of command in maintaining high standards of discipline, developing unit esprit de corps and implementing training programs following operational USAF practices. Responsible for developing cadets into officers. Coordinates training and instructional programs. Controls unit integration of instructional training, military training, drill and ceremonies, formal and informal social events, and a wide variety of extracurricular activities involving the Academy staff, faculty, and cadets. Monitors unit performance in all Academy athletic programs, including intramural, recreational sports and physical fitness programs. Counsels & evaluates cadets. Aids them through academic, conduct, aptitude, athletic or honor probation by establishing a formal rehabilitation program. Maintains records and documentation to support evaluations and recommendations as it relates to their military performance, commissioning suitability, recommendations to review committee boards, leadership positions, and order of merit among peers. Advises cadet aptitude for commissioned service. Advises other Academy agencies of the status and capabilities of each cadet. | O-4 | Any AFSC | Notes: 1-3, 6, 13, 15 | Course Dates; Aug 2017 – Jun 2020 | Length: 10 Months (academic pgm); 2-year follow-on at USAFA | Location: Colorado Springs, CO |
| **National Intelligence University (NIU)** | National Intelligence University educates future leaders of the intelligence and national security communities who are full partners with their policy planning and operations counterparts, and who are able to anticipate and tailor the intelligence required at the national, theater, and tactical levels. See specific course requirements before applying. | O-4 | Any AFSC | Notes: 1-3, 10, 16 | Course Dates: Aug 2017 – Jul 2018 | Length: 11 Months | Location: Bolling AFB, DC |

**Notes:**
1. Must be a pinned on Major before class start date
2. Selects will participate in the AFRC student assignment facilitation process; assignments are based on the needs of the Command
3. Joint PME Phase I awarded upon completion.

4. SECRET clearance is required for attendance, however, TS-SCI may allow for wider range of choices for elective course selection.

5. Select will be assessed into the AGR program prior to beginning fellowship and will be outplaced into a mandatory 3-year Active Duty follow-on tour (Complies w/Title 10 USC 2603 Acceptance of fellowships, scholarships or grants: (b) Each member of the armed forces who accepts a fellowship IAW subsection (a) before he is permitted to undertake the education or training contemplated by that fellowship agree in writing that, after he completes the education or training he will serve on active duty for a period at least three times the length of the period of the education or training.)

6. Select will be assessed onto a three year AGR tour prior to beginning the master’s program at UCCS.

7. Must have a baccalaureate degree, preferably in business administration, transportation, logistics, economics, mathematics, or engineering with a cumulative undergraduate GPA of 3.25 or higher on 4.0 scale.

8. Must have grade of B or higher in college algebra.

9. Must have GRE score with a combined verbal and quantitative score of 1100 (minimum 500 verbal and 600 quantitative) or a GMAT score of 550 or higher.

10. TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.

11. Member and rater must acknowledge that member may remain out of career field for up to 4.5 years (18 month program + 3 years ADSC).

12. If selected as a candidate you will be required to have a face to face board in Washington DC before final course selection.

13. While this course does not award JPME Phase I credit, the pre-requisite to AOC & AF Legislative Fellowship is completion of ACSC-DL, which does.

14. JPME Phase 1 IS NOT awarded upon completion of ASAM. Students MUST complete ACSC-DL to receive JPME Phase 1 credit.

15. Application for this course must include an Air Force formatted biography; inclusion of not more than 3 letters of recommendation is optional.

16. Additional Admission Requirements (found on NIU website):
   - A completed degree-seeking application (submitted directly to NIU after notification of RDEDB selection)
   - Nomination from your agency training office (ARPC/DPAF will complete this)
   - Applicant Statement of Purpose (submitted directly to NIU after notification of RDEDB selection)
   - Official undergraduate/graduate transcripts (submitted directly to NIU after notification of RDEDB selection)
   - GRE score report less than 5 years old - not required if applicant has Master’s degree or higher (submitted directly to NIU after notification of RDEDB selection – Use NIU code: 5205)
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Requirements</th>
<th>Start Dates / Length / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air War College</td>
<td>Air War College develops and supports senior leaders through education, research, and informational programs focused on strategic and institutional leadership, joint and multinational warfighting, multi-agency international security operations, air and space force development, and national security planning. See specific course requirements before applying.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Course Dates: Jul 2017 – May 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes: 1-4</td>
<td>Length: 10 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: Maxwell AFB, AL</td>
<td></td>
</tr>
<tr>
<td>Army War College</td>
<td>Army War College educates senior officers on the development and employment of land power in a joint, combined and/or multinational environment in support of the national military strategy. See specific course requirements before applying.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Course Dates: Aug 2017 – Jun 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes: 1-4</td>
<td>Length: 10 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: Carlisle, PA</td>
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</tr>
<tr>
<td>Naval War College</td>
<td>Naval War College educates senior officers on the development and employment of sea power in a joint, combined and/or multinational environment in support of the national military strategy. See specific course requirements before applying.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Course Dates: Aug 2017 – Jun 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes: 1-4</td>
<td>Length: 10 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: Newport, RI</td>
<td></td>
</tr>
<tr>
<td>National War College</td>
<td>National War College expands and enhances the student’s ability to analyze national security problems and issues, and to develop appropriate national security strategies that integrate all the elements of national power. The curriculum addresses the fundamentals of thinking strategically, the elements and instruments of national power, the theory and practice of war, the domestic and international context of national security strategy, and contemporary military strategy. See specific course requirements before applying.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Course Dates: Aug 2017 – Jun 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes: 1-4</td>
<td>Length: 10 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: Ft McNair, Wash DC</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Notes: 1-4</td>
<td>Length: 10 Months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: Ft McNair, Wash DC</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Description</td>
<td>Courses</td>
<td>Notes</td>
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</tr>
<tr>
<td><strong>Inter-American Defense College (IADC)</strong></td>
<td>Inter-American Defense College educates and prepares senior officers from the Americas for positions of greater responsibility and fosters communication and cooperation among western hemisphere nations. See specific course requirements before applying specifically the language requirement.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Notes: 1-4, 7</td>
</tr>
<tr>
<td><strong>Harvard National Security Fellowship</strong></td>
<td>The Harvard National Security Fellowship provides fellows an outstanding opportunity to research, write and speak on issues of immediate or ongoing concern of the Air Force and the nation. The officer will develop an enhanced perspective of the wide range of issues encompassed by the broader spectrum of the national security arena. The AF Fellow serves as a liaison between the Air Force and the civilian defense and national security academic communities. See specific course requirements before applying. See Para 2.1.1. &amp; 2.1.1.2.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Notes: 1-2, 5-6, 9</td>
</tr>
<tr>
<td><strong>SECDEF Corporate Fellowship (SDCFP)</strong></td>
<td>SDCFP Fellows become a long-term investment in transforming U.S. forces and capabilities and, as such, are a key part of the Department of Defense (DoD) strategy to achieve its transformational goals. SDCFP Fellows form a cadre of future leaders made knowledgeable in the organizational and operational opportunities made possible by their training throughout the year. At the conclusion of the assignment, each member of the SDCFP provides group/individual briefings to the Secretary of Defense/Deputy Secretary of Defense, Service Secretaries and Chiefs, and over three dozen other senior OSD and Service leaders on private industry best practices and the Fellow’s assessment as to their applicability to transform the Department of Defense. See specific course requirements before applying. See Para 2.1.1 &amp; 2.1.1.2.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Notes: 1-2, 5, 8-9</td>
</tr>
<tr>
<td><strong>Joint Advanced Warfighting School (JAWS)</strong></td>
<td>To develop senior officers with the capacity to be creative, conceptual, innovative joint warriors and potential joint forces commanders or strategic planners. A one week Joint Transition Course (JTC) is offered for those students who are unfamiliar with US military terminology and organization. This course is required for interagency JAWS students.</td>
<td>O-5 &amp; O-6 Any AFSC</td>
<td>Notes: 1-3, 9-10</td>
</tr>
</tbody>
</table>

**Notes:**
1. Must be a pinned on Lt Col before class start date
2. Selects will participate in the AFRC student assignment facilitation process; assignments are based on the needs of the Command
3. Joint PME Phase II awarded upon completion
4. SECRET clearance is required for attendance, however, TS-SCI may allow for wider range of choices for elective course selection
5. Select will be assessed into the AGR program prior to beginning fellowship and will be outplaced into a mandatory 3-year Active Duty follow-on tour (Complies w/Title 10 USC 2603 Acceptance of fellowships, scholarships or grants: (b) Each member of the armed forces who accepts a fellowship IAW subsection (a) before he is permitted to undertake the education or training contemplated by that fellowship agree in writing that, after he completes the education or training he will serve on active duty for a period at least three times the length of the period of the education or training.)
6. Air Force Formatted Biography must be included with application
7. Current Language Proficiency Test (DLPT) of 2/2 in Spanish or higher must be included with application
8. Must have a Master’s Degree
9. TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
10. Assignment following JAWS graduation will be to a Combatant Command JDAL position (part-time or full-time reserve category based on the reserve category member is at the time of selection).
Attachment 2 (Cont’d)

**ADVANCED STUDIES GROUP (ASG)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Requirements</th>
<th>Start Dates / Length / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Advanced Air and Space Studies (SAASS)</td>
<td>The SAASS curriculum is designed to accomplish two major objectives. The first is to enhance the student’s ability to think critically about airpower and warfare through an extensive examination of both theory and historical experience. This examination leads to a reasoned synthesis that raises the question of how modern airpower can be best applied across the entire spectrum of conflict. The second objective is to cultivate student’s ability to argue effectively and responsibly about airpower. This objective is accomplished by having students introduce and defend propositions in graduate colloquia, produce interpretive arguments in prose that meet publication standards, and reduce complex formal arguments into comprehensible briefings. <em>This course does not count as IDE or SDE.</em></td>
<td>O-4 or O-5</td>
<td>Course Dates: Jul 2017 – Jun 2018, Length: 12 Months, Location: Maxwell AFB, AL</td>
</tr>
</tbody>
</table>


**NOTES:**

1. *Cannot* be a SDE graduate
2. Must have completed IDE *in-residence* (can be any IDE in-residence school – ACSC, ACGSC, MCSC) *Applicant must attach copy of completion certificate* OR have completed the Air University Online Master's Program (OLMP)
3. Potential PCS placement to Key/Command/Joint Duty Assignment List (KCJ) position after graduation, subject to needs of the Command
4. Must have a Master's Degree from an accredited institution
5. Must have *less than* 16 years total active federal commissioned service
6. TS/SCI security clearance REQUIRED for attendance & must be obtained prior to class start date.
7. Air Force Formatted Biography must be included with application
8. Each eligible member will be contacted by the Air University Director of Reserve Forces, AU/RF, after submission of the RDEDB application. These members will be required to submit a short essay to the SAASS selection board for their consideration.
Applicant Rank/Name: _______________________ SSN (Last 4): ____________
Quality Reviewer: (Rank/Name): _______________ Reviewer Unit/Phone: ______________

1. Is applicant’s personal information complete/correct? (Information is pulled from MilPDS)
   - Rank
   - Component
   - Phone Number
   - Email
   - Primary Mailing Address
   - Civilian Occupation

2. Has the applicant applied for only the courses which they are eligible?
   - IDE - Must be O-4 or O-4 select with projected DOR in MilPDS prior to class start date
   - IDE applicants that apply for service-specific schools must prioritize all service-specific schools (i.e. Air Command & Staff College, Army Command & General Staff College, Marine Command & Staff College)
   - SDE - Must be O-5/O-6, or O-5 select with projected DOR prior to class start date
   - SDE applicants that apply for service-specific schools must prioritize all service-specific schools (i.e. Air War College, Army War College, Naval War College)

3. Coordination:
   - Is Applicant section complete to include applicant’s justification?
   - Is Rater section complete to include Rater’s comments and indication of support?
   - Is Senior Rater section complete to include stratification amongst other applicants, justification & endorsement for follow-on assignment? (For O-5s and above, the Senior Rater must be the first General Officer in their chain of command. For O-5s and above at the wing level, this means the senior rater will be the applicant’s NAF/CC.)

4. Has applicant included all applicable attachments?
   - AFFMS history report (in PDF format) showing current and passing Fitness Assessment
   - Applicable waivers (IAW attachment 4 and in PDF format): Fitness non-currency due to medical profile/deployment, etc; TFCS; MSD; Participation; AGR 2-year Time On-Station Requirement
   - Air Force Formatted Biography: Required for SDE applicants applying for the Harvard Fellowship; IDE students applying for the AOC & Fellowship programs; and SAASS applicants
   - Master’s Degree: Copy of degree certificate required for all SDE applicants applying for the SecDef Corporate Fellowship
   - Current Language Proficiency (DLPT) of 2/2 or higher in Spanish: Required for all SDE applicants applying for the Inter-American Defense College

5. Does applicant meet additional qualifications based on the following courses (only if applicant chose these courses)?
   - Advanced Study of Air Mobility (ASAM): Bachelor’s degree w/cumulative GPA of 3.25 or higher (preferably in Business Admin, Transportation, Logistics, Economics, Mathematics, or Engineering); GRE combined verbal/quantitative scores of 1100 (min 500 verbal & 600 quantitative) OR GMAT score of 550 or higher; Undergraduate transcripts showing mathematics through at least College Algebra with average grades of B or higher
   - School of Advanced Air and Space Studies (SAASS): Must be IDE in-residence graduate or equivalent (waive-able by SAASS Commandant); CANNOT be SDE graduate; Must have Master's degree by accredited institution; Must have less than 16 years TFCS; Air University OLMP program is an acceptable equivalent to IDE in-residence

6. Does applicant meet security clearance requirements for the courses which they have applied?
   - SDE: Harvard, SecDef, JAWS = TS/SCI
   - IDE: AF Legislative Fellowship, ASAM, NIU = TS/SCI
   - SAASS = TS/SCI

7. Does applicant meet the required service criteria (in addition to the retainability requirements in the box above)?
   - AGRs must have 2 years’ time on station by 30 June 2017
   - O-4s must have fewer than 18 years TFCS by July 2017 (requires waiver attached with application in vPC)
   - O-5/6s must have fewer than 26 years TFCS by July 2017 (requires waiver attached with application in vPC)

**Disqualifying Items:** If any of the below conditions exist, the applicant is NOT eligible to apply (not waivable).
- Current Unfavorable Information File (UIF)
- Not having required prerequisites for a course
- Incomplete/improperly coordinated application

The following criteria must be met, or applicant must submit a waiver IAW attachment 4 in the Invitation to Apply. Waivers must be attached to the application in vPC prior to submission to ARPC.

**Fitness:**
- No current and passing Fitness Assessment

**Retainability:**
- All RDEDB courses require 48 months retainability after graduation date.
- Applicant’s MSD must be prior to July 2022

**Participation:**
- Applicant does not have satisfactory participation for the previous 5 years
MEMORANDUM FOR RDEDB PRESIDENT

FROM: Member’s Rank, First and Last Name; SSN

SUBJECT: Waiver for (INSERT WAIVER TYPE HERE)

1. I respectfully request a waiver with regard to meeting the RDEDB for (INSERT WAIVER TYPE HERE) due to (PROVIDE DETAILED JUSTIFICATION HERE).

2. I can be reached at (INSERT CONTACT NUMBER/EMAIL ADDRESS HERE). Thank you for your consideration.

MEMBER SIGNATURE BLOCK
Duty Title

1st Ind, (Office Symbol for Applicant’s rater)

MEMORANDUM FOR (Office Symbol for 2nd Indorsement Official)

Concur/Do not concur.

RATER SIGNATURE BLOCK
Duty Title

2nd Ind, (Office Symbol for Applicant’s Senior Rater from Table 1)

Recommend Approval/Disapproval to RDEDB Board President of (INSERT WAIVER TYPE HERE) waiver.

SENIOR RATER SIGNATURE BLOCK
Duty Title