

2010 AIR FORCE RESERVE SCHOOL SELECTION BOARD (RSSB)
INVITATION TO APPLY FOR AIR FORCE RESERVE SHORT COURSES
MAY-SEPT 2010

1. The Air Force Reserve School Selection Board (RSSB) will convene at HQ Air Reserve Personnel Center (HQ ARPC), Denver, Colo. during the month of January 2010 to select Air Force Reserve (AFR) officers (and E8/9 for Reserve Component National Security Course) to attend Developmental Education (DE); Officer Professional Development (OPD) and Joint courses with class start dates May 2010 through September 2010. Members meeting the established criteria are encouraged to apply. Applications will be completed through Virtual Personnel Center-Guard Reserve (vPC-GR): <https://arpc.afrc.af.mil/vpc-gr> web site application. Instructions can be found on the ARPC Developmental Education web site at: <https://arpc.afrc.af.mil>.

1.1. DEVELOPMENTAL EDUCATION (DE).

1.1.1. Basic Developmental Education (BDE): Air and Space Basic Course (ASBC), available in the months of May, June, July, Aug, Sept. Squadron Officer School (SOS), available in the months of June, July, Sept.

1.1.2. Intermediate Developmental Education (IDE): ARC Air Command and Staff College (ARC ACSC) by seminar, available in June.

1.1.3. Senior Developmental Education (SDE): ARC Air War College (ARC AWR) by seminar, available in June.

1.2. OFFICER PROFESSIONAL DEVELOPMENT (OPD).

1.2.1. Reserve Officer Developmental Education (RODE), available in Oct, (selected by January board due to administrative coordination prior to course); School of Advanced Air and Space Studies (SAASS), available in July.

1.3. JOINT COURSES.

1.3.1. Canadian Forces Staff College (CFSC), available in Oct (selected by January board due to administrative coordination prior to course), Reserve Component National Security Course (RCNSC), available in Jul; Reserve Officer Strategy And Policy (ROS&P), available in Sept; Advanced Joint Professional Military Education (AJPME), available in May, June, July, Sept; Junior Officer Leadership Development Course (JOLD), available in July, Sept.; International Junior Officer Leadership Development (I-JOLD), Available in July, Aug.; Marine Corps Command And Staff College (MCCSC), available in June; NATO Senior Reserve Officer Course (SROC), available in Sept.; NATO Reserve Integration Course (RFIC), available in June, Nov.; NATO Senior Officer Policy Course (SOPC), available in Feb, Sept..

1.3.1.1 For Joint courses, please be advised the course may or may not provide joint credit per Joint Qualification System (JQS) criteria.

2. Candidates are authorized to select a maximum of six courses, two courses per category (DE, OPD and JOINT), for which they are eligible, or as few as one. Course selection will only be visible if candidates meet the applicable grade requirement. Candidates will prioritize their selections. School preferences as well as needs of AFR are considered when determining course assignments.

Candidates must ensure they are available for any of the courses they applied for and are selected to attend.

3. The ARPC RSSB web site has links to all course web sites. Instructions, criteria and deadlines to submit packages are located on the ARPC web site: <http://www.arpc.afrc.af.mil>. Use deadlines, checklist and processing guidance on this site in lieu of AFMAN 36-8001 guidance on the same.

4. HQ ARPC/DPADE must receive all nomination packages from Wing/NAF/PM by Dec. 7, 2009 (**see individual Wing/NAF/PM for your applicable suspense**). Submit packages through vPC-GR Dashboard/Action Request tab/RSSB link only. No hard copy, faxed or scanned packages will be accepted. ARPC RSSB POC can be reached at 1-800-525-0102. Applicant's may check status of package on vPC-GR Dashboard, Worklist, "Submitted By Me" filter.

5. **AGR, TR, AND ART MEMBERS**– All applications are initiated by the member through the rater to the member's Wing Commander or equivalent (O-6) as a final endorser. Wing Commander or equivalent endorsed packages will be submitted through their MPF who will conduct the quality check to ensure packages are complete and coordinate through vPC-GR to transmit the application package to HQ ARPC/DPADE - no packages will be accepted directly from the member.

5.1. **IMA'S**– All applications are initiated by the member through the rater to the member's Detachment Commander/Program Manager as a final endorser. Detachment Commander/Program Manager endorsed packages will be submitted via Program Managers who will conduct the quality check to ensure packages are complete through vPC-GR to transmit the application package to HQ ARPC/DPADE - no packages will be accepted directly from the member.

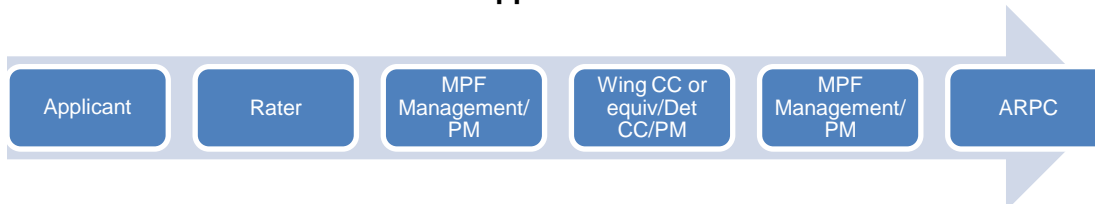
6. For specific questions regarding application procedures: HQ AGR's contact AF/REAMO (SMSgt Diana Pasterchick) (202) 767-3057, for Unit members (ART, TR, UNIT AGR) contact HQ AFRC/A1KA (MSgt Michael Jackson) DSN; 497-0232, Comm 478-327-0232; and for IMA's contact HQ RMG/DPMT (MSgt Ryan Phipps), DSN; 497-0608, Comm 478-327-0608.

7. **FUNDING**- Courses under the RSSB are centrally funded for Traditional Reservists (TR's), IMA's and ART's in military status; AGR's are unit-funded; and ART's in civilian status are unit-funded.

APPLICATION INSTRUCTIONS

Application is “role-based” and will only flow properly using the following instructions. If you should require “other coordination” outside of Applicant→Rater→MPF Management/PM→Wing CC/Det CC/PM→MPF Management/PM →ARPC, you must use “Individual vPC-GR” accounts to do so PRIOR to the MPF Management/PM coordination.

Ideal application flow:



1. **APPLICANT** logs on to vPC-GR→ Dashboard→ Action Requests→ selects RSSB
 - a. Fill out application selecting at least one course (maximum of six, two in each category) and preferred quarter, completing justification, answering relative application information, etc.
 - b. Input name of applicant’s Rater, using Select Account radio button/vPC-GR search tool to populate rater’s name
 - c. Submit application; application flows to rater
2. **RATER** logs on to vPC-GR → Dashboard →Worklist →double-click application
 - a. Scroll to bottom of page, past applicant information and previous coordination’s, under “*Your Coordination*,” answer supervision timeframe, consider (yes/no) the officer an appropriate candidate, inputs justification, employment of skills, promotion deferment, etc. Do not use the table of “*Return Remarks*” unless you’re returning the application to the applicant.
 - b. Input name of applicant’s Wing CC (if unit assigned) or Det CC/Program Manager (if IMA) using Select Account radio button/vPC-GR search tool; Wing CC/Det CC/Program Manager name populates
 - c. Add attachments if needed
 - d. Under “*Next Coordination*” select **role** of: “**MPF Management**” (if unit assigned/AGR) or “**RMG Program Manager**” (if IMA). Do not use “Individual vPC-GR account” unless the application requires additional routing throughout your organization.
 - e. Submit application; application flows to MPF Management (Unit/AGR)/RMG Program Manager (IMA’s).
3. **MPF MANAGEMENT/RMG PROGRAM MANAGER** logs on to vPC-GR → Dashboard→ Worklist →double-click application
 - a. Scroll to bottom of page, past applicant information and previous coordination’s; under “*Your Coordination*” enter your coordination comments into the “Comments” table. Do not use the table of “*Return Remarks*” unless you’re returning the application to the applicant.
 - b. Under “*Next Coordination*” select **role** of: “**Senior Rater**”. The definition of senior rater for RSSB is the Wing CC or equivalent (if unit assigned TR’s/AGR) and Det CC or PM (if IMA). Do not use “Individual vPC-GR account” unless the application requires additional routing throughout your organization.
 - c. Submit application; application flows to the applicant’s Wing CC or equivalent (Unit/AGR) and Det CC/RMG Program Manager (IMA’s).

- d. Det CC/PM only: If you need to coordinate on an application as the Senior Rater, send the application to the Senior Rater role, log off, then on again to enable endorsements. Once the Senior Rater endorsement is complete, send the application back to your RMG Program Manager role to enable final push to ARPC.

4. WING CC OR EQUIVALENT/DET CC/PM (aka SENIOR RATER) logs on to vPC-GR →

Dashboard→Worklist →double-click application

- a. Scroll to bottom of page, past applicant information and previous coordination's; under "*Your Coordination*", answer the two senior rater questions and input your justification (how can the AF benefit from members attendance at school). Do not use the table of "*Return Remarks*" unless you're returning the application to the previous coordinator.
- b. Add attachments if needed
- c. Under "*Next Coordination*" select **role** of "**MPF Management**" (if unit assigned/AGR) or "**RMG Program Manager**" (if IMA). Do not use "Individual vPC-GR account" unless the application requires additional routing throughout your organization.
- d. Submit application; application flows back MPF Management (if unit/AGR) or to RMG Program Manager (if IMA).

5. MPF MANAGEMENT/RMG PROGRAM MANAGER

- a. Conduct final review of application ensuring all required attachments are present and proper coordinations have been completed
- b. Submit application to ARPC for processing

TERMINOLOGY

vPC-GR Application	Invitation to Apply
RMG Program Manager	Program Manager
Senior Rater	***Wing CC/Det CC/PM***