

AIR NATIONAL GUARD
INTERMEDIATE DEVELOPMENTAL EDUCATION, SENIOR DEVELOPMENTAL
EDUCATION, AND ADVANCED STUDIES GROUP
APPLICATION ANNOUNCEMENT
for
ACADEMIC YEAR (AY) 2013-2014



The Air National Guard Human Resources Office, NGB/HR is now accepting application packages for **resident developmental education (DE) schools and fellowship assignments** which include **Intermediate Developmental Education (IDE), Senior Developmental Education (SDE), Advanced Studies Group (ASG), and Congressional Fellows** opportunities for academic year (AY) 2013-2014.

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1. GENERAL INFORMATION:

Developmental Education is a deliberate and vital element in preparing officers for future leadership roles in the National Guard Adjutants General and Wing Commanders, play pivotal roles in the nomination process. Nominees should only be those officers who clearly demonstrate the potential to serve in key positions within the National Guard.

Selection to an IDE/SDE/ASG school or fellowship assignment is an extremely competitive process. All application packages are evaluated by an Officer Developmental Education Panel. The panel carefully considers an applicant's demonstrated grasp of the Air Force Institutional Competencies, the strength of leadership's endorsement, the applicant's experiences, and the capacity of the member to further develop to serve in leadership positions wing, state, and national levels.

IDE/SDE/ASG assignments are resident opportunities at Air Force and sister service schools, as well as fellowships at educational, government, and business institutions. Selection incurs a PCS assignment. Programs generally begin between May-August of 2013, lasting through May-July of 2014. Completion of any of the listed IDE or SDE schools and fellowships satisfy Air Force

PME requirements for promotion. Not all award resident PME credit without completion of the appropriate level of DE through distance learning, Joint PME educational credit, and/or award a Masters degree. The table below provides a brief snapshot of this information, but applicants and their senior leaders should review the more extensive information found in the attached School Comparison Listing, become familiar with the benefits of one program versus another, and consider the appropriateness of an applicant attending any particular program.

Level	Course	Resident Credit	JPME Credit	Masters Degree
IDE	Air Command and Staff College	Yes	I	Yes
	Army Command and General Staff Coll	Yes	I	Yes
	Advanced School of Air Mobility	w/ ACSC DL	w/ ACSC DL	Yes
	Air Force Congress/Leg Fellowship	w/ ACSC DL	w/ ACSC DL	Available
	Marine Corps Command and Staff Coll	Yes	I	Yes
	National Intelligence University	w/ ACSC DL	w/ ACSC DL	Yes
	Naval Command and Staff College	Yes	I	Yes
ASG	School of Advanced Air/Space Studies	No	No	Yes
SDE	Air War College	Yes	II	Yes
	Army War College	Yes	II	Yes
	Industrial College of the Armed Forces	Yes	II	Yes
	Inter-American Defense College	w/ AWC DL	No	Optional
	Joint Advanced Warfighting School	Yes	II	Yes
	National Security Fellowship-Harvard	w/ AWC DL	No	No
	National War College	Yes	II	Yes
	Naval War College	Yes	II	Yes
	Secretary of Defense Corporate Fellowship	w/ AWC DL	No	No

IMPORTANT NOTES:

This announcement is intended for use by field applicants. Statutory tour members identified by the ANGRC Force Development Council as eligible for DE opportunities will be provided additional instructions by NGB/HRT. Statutory tour members not identified by the ANGRC Force Development Council as eligible for DE opportunities may use this announcement to apply as a member of their affiliated state; selection in this manner will require the statutory tour member to resign from the statutory tour program in order to attend.

IDE/SDE/ASG selection is a tremendous honor, opportunity, and investment for the Air National Guard and our members. The Director, ANG is the final approval authority for selection and placement. Members applying for IDE/SDE/ASG consideration should do so with the expectation that their selection takes precedence over voluntary deployments or other potentially conflicting activities. Deferrals and declinations will only be approved and considered “non-prejudicial” for members presenting significant humanitarian or mission-impacting concerns that are clearly outside of the member's control and did not exist at the time of application.

AGR members attending IDE/SDE/ASG programs remain in their AGR billet; no additional AGR resources are provided to accommodate their backfill.

Attending members remain limited to regular 60-day accrued leave requirement; inability to use leave while attending school/fellowship does not obviate this Air Force requirement.

2. APPLICATION DEADLINE:

Route completed applications to NGB/HRT through AMRDEC no later than **Tues 9 Oct 2012**.

3. AUTHORITY:

A. CJCSI 1800.01D, *Officer Professional Military Education Policy*, Ch1, dtd 15 Dec 2011

B. AFDD1-1, *Leadership and Force Development*, dtd 8 Nov 2011

C. AFI 36-2301, *Developmental Education*, dtd 16 July 2010

D. ANGI 36-2301, *Professional Military Education*, dtd 1 Jan 2007

E. AFI 36-2905, *Fitness Program*, dtd 1 Jan 2010 and subsequent guidance

4. ELIGIBILITY CRITERIA AND FITNESS REQUIREMENTS:

- **IDE Eligibility:** Applicants must be Majors, or Captains who have met a promotion board to Major, and who have been or will be federally recognized and promoted by the course start date (CSD). IDE applicants must have less than 16 years total commissioned service as of 1 June 2013.

* ANG Congressional Fellowship candidates will be selected from IDE applicants who identify interest in the fellowship program, and are the most highly recommended by the Officer Developmental Education Panel. Candidates should, possess the interpersonal and verbal communication skills necessary to succeed in this demanding role. NGB/LL may conduct additional screening and request personal interviews of these candidates. Fellows serve in the program for approximately 15 months. They are highly encouraged to complete a minimum one-year statutory tour upon completion of the Congressional fellowship. NGB/HR will contact the fellows to discuss follow-on statutory tour opportunities.

* IDE applicants should indicate their interest for being considered for a follow-on opportunity to attend the School of Advanced Air and Space Studies (SAAS/ASG) in the 2014-2015 academic year by checking the appropriate location on the application form. Selected IDE applicants who identified this desire and are recommended by the 2013-2014 panel will then be considered by the 2014-2015 Officer Developmental Education Panel to attend SAASS.

- **SDE Eligibility:** Applicants must be Colonels, Lieutenant Colonels or Majors who have met a promotion board to Lieutenant Colonel, and who have been or will be federally recognized and promoted by the course start date (CSD). SDE applicants must have less than 25 years total commissioned service as of 1 June 2013. As most resident SDE programs provide JPME II credit, applicant must have previously completed an IDE school which awarded JPME I credit. These include Air Command and Staff College (ACSC), Army command and General Staff College (CGSC), Marine Corps Command and Staff College (MCCSC), or Naval Command and Staff College (NCSC).

JAWS - Applicants for the Joint Advanced Warfighting School should be assigned to or be prepared for a follow-on assignment to joint positions such as those identified on a **Joint Duty Assignments List (JDAL)**, or serving on the **Joint Chiefs of Staff Joint**

Staff, National Guard Bureau Joint Staff, Combatant Command staffs, or in Office of the Secretary of Defense joint billets.

- **ASG Eligibility:** The School of Advanced Air and Space Science (SAASS) is the ASG program made available to ANG members. ASG courses are neither IDE nor SDE; therefore ASG graduates do not receive SDE credit. To be eligible, all applicants must:
 - Possess a Master’s degree from an accredited institution or have an undergraduate degree with a GPA 2.75 or higher
 - Have less than 16 years total active commissioned service as of 1 June 2013. Under exceptional circumstances the above requirements may be waived. In addition to the application requirements listed in this message, applicants are required to write an essay.
- ASG attendees are highly encouraged to complete a minimum one-year statutory tour upon completion of the ASG/SAASS program. NGB/HR will contact the students to discuss follow-on statutory tour opportunities.

5. APPLICATION PACKAGE REQUIREMENTS: A complete application package must include the following items, in the order specified.

(a) **Application Form:** Complete all required fields. Applicants should indicate their preference, in rank order, of the programs available, using each of the choice blocks available. Each available program must be identified in the “PRIORITY” column with the applicant’s rank order precedence for that program. Additionally, applicants must identify in the “ACCEPT” column their likely acceptance or declination of each program. This two-step process will provide the panel not only the rank order of attendance preference for each member, but also the likelihood of that member’s acceptance or declination of a given program. For CGSC candidates, indicate in the “SPECIAL REQUEST” column the CGSC session of choice.

(b) **Applicant Letter of Intent:** (limited to two pages). Address the letter to “Officer Developmental Education Panel”. In the letter address how your experience illustrates or demonstrates the Air Force Institutional Competencies. These competencies are outlined in AFDD 1-1, *Leadership and Force Development*, dated 8 Nov 2011. The following is a brief synopsis of the 3 major competencies.

1. Personal Competencies – Institutional competencies leaders need in face-to-face and interpersonal relationships that directly influence human behavior and values. These include ethical leadership, followership, warrior ethos, self-development, and communication.

2. People/Team Competencies – These competencies, when combined with the personal competencies, are essential for leading larger groups or organizations. Leaders will use these competencies to set the organizational climate. They include leading people, developing and inspiring, diversity, collaborative relationships, and negotiation.

3. Organizational Competencies – These competencies are applicable at all levels of the Air Force, but most in demand at the strategic level. Strategic leaders will apply organizational competencies to establish structure and articulate strategic vision. These include technical competence on force structure and integration; unified, joint, multinational, and interagency operations, resource allocation, and management of complex systems.

(c) Wing Commander’s (or Equivalent) Letter of Nomination: The nomination letter will be limited to two pages in length. The nomination letter may include, but is not limited to:

- The member’s accomplishments
- Why the applicant should be selected for the school/fellowship of choice(s)
- Outstanding achievement(s) that exemplify the applicant’s performance
- Strategic benefits to the Air National Guard of the applicant’s attendance
- Future positions and roles within the organization to which the applicant may potentially be assigned
- How attendance at the school or fellowship will enhance skills and career goals

(d) TAG Endorsement/Stratification:

Applicants must submit a TAG endorsement letter. This endorsement is a vital component in the overall evaluation of an applicant’s package. Statements about the appropriateness of the applicant’s desired course(s) as well as the wing or state leadership’s future development plans for the member are highly encouraged. Along with supporting statements, the endorsement must include the statement:

“The individual will be maintained in a valid UMD position until the completion of the three year service commitment required after graduation.”

Submission of two or more applicants in any DE level (IDE, SDE, or ASG) requires the state leadership to stratify the applicants. A stratification letter submitted separately to the Officer Developmental Education Panel. The letter will rank the applicants in merit order and explain the state’s position regarding each applicant. Please include the TAG’s contact information should the panel president need to call during the Panel process.

NOTE: Do not include other endorsements and/or letters of recommendation. If included they will be removed from consideration.

(e) Combination (military/civilian) Resume: It is imperative applicants submit a resume that contains both military and civilian experience and education. The resume cannot exceed 3 pages.

(f) Officer Performance Reports (OPRs): IDE and ASG applicants submit the last three (3) required OPRs as of 1 September 2012. SDE applicants submit **ALL** OPRs as of 1 September 2012. Submit documentation of any gaps between OPRs or pending reports awaiting closeout. Applicants may obtain their OPRs through the Air Force portal utilizing Personnel Records Display (PRDA).

(g) vMPF Record Review/Update (Print all pages): It is incumbent upon each applicant to ensure their personnel information is correct in MILPDS/vMPF, as this is the only

information which may be reviewed by the panel. Submit the entire RIP (not last page only) as information on other areas of the report is required in the review process. The Record Review/Update rip is available through virtual MPF on the Air Force portal.

(h) **Current Physical Fitness Certificate:** Must reflect a current, passing score as of the date of application. Selected candidates will be required to provide an updated fitness certificate prior to course start date, as necessary.

(i) **AF Form 422-Notice of AF Member's Qualification Status, with no restrictions:** World-wide Qualified (WWQ) is required for use of active duty days provided by NGB through the Training Line Number process. Applicants must provide current WWQ documentation (AF Form 422) with their application package, and may be required to provide an updated copy prior to course start date. Applicants may obtain this documentation by contacting the local/servicing Medical Group or Squadron.

(j) **Service Agreement:** Attendance incurs a three year service commitment from graduation IAW ANGI 36-2301, *Professional Military Education*, Table 1, Note 2. Applicants will complete and submit form NGB 1212, 20090909 Version to indicate the member agrees to be retained if selected.

(k) **Security Clearance:** Letter of verification from Unit Security Manager (Do not submit copy of JCAVS document).

(l) **Joint Officer History (JOH)** – A printed summary from the Joint Qualification System (JQS) (CAC only) located at <https://pki.dmdc.osd.mil/appj/jqs/consent?continueToUrl=%2Fappj%2Fjqs%2Finit.do>. Applicants should ensure prior to submission that this document correctly indicates their joint experience and education. SDE candidates should have JPME I indicated as complete.

(m) **ASG Applicants Only:** Applicants must complete a School of Advanced Air Space Studies (SAASS) Application. For questions about SAASS/ASG and to receive the SAASS/ASG application essay contact Lt Col Woodworth at (334) 953-5310, DSN 493-5310, david.woodworth@maxwell.af.mil.

6. SUBMISSION PROCESS:

A. Electronically load completed application package to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than (NLT) 9 October 2012. AMRDEC is an Army File Exchange Website used often to send encrypted files or those larger than may be efficiently sent through email systems. It permits users to securely upload files, such as application packages, and send an email to the intended recipient advising them that a file or package has been loaded for their access and providing them a link to access the file. Only the posting member and the owner of the identified email address can obtain access.

B. When submitting a package to AMRDEC, please use the following email address in the "Recipient Information" section. This will provide NGB/HRT access to your uploaded file.

ang.forcedevelopment@ang.af.mil

C. Please use the following naming structure for your application submission:

“2012-504 – IDE_SDE_ASG Application– Last Name, First Name, Rank – State Abbreviation”

Example: 2012-504-IDE_SDE_ASG Application – Doe, John, Lt Col – MI

D. Applications must be submitted to AMRDEC and available to NGB/HRT no later than close of business (midnight EST) on the closeout date specified above.

E. Applications must be complete upon initial receipt, in one (1) single PDF package.

F. Packages not received as a single PDF file will be returned without review.

G. Incomplete packages, packages not meeting mandatory criteria or packages received after the close out date as indicated above will NOT be considered.

H. Applications submitted on the close out date will be reviewed for qualification or disqualification only. Please ensure you review your application thoroughly.

I. Candidates that wish to have their applications reviewed for qualification prior to the close out date should submit the package at least 3 or more days in advance. Upon review, NGB/HRT will notify candidates whose application is not complete or not qualified via email addresses supplied within the application. Those candidates will have until close of business (midnight EST) on the close-out date specified above to provide the documentation necessary to complete/qualify their package.

J. Applicants may check the HR database located at <https://airguard.ang.af.mil/om/vacancy> to see if their application has been received and loaded. Allow our office THREE WORKING DAYS to update the database. If your information still does not show up in the database, please feel free to call or email us at:

DSN 612-8884, Commercial (240) 612-8884

E-mail: hr.apply@ang.af.mil

IMPORTANT NOTE: The responsibility to provide and ensure receipt of a complete application by the required deadline rests **solely with the applicant**, even if the application package is forwarded to NGB/HRT by another individual on the applicant’s behalf. **A complete package will consist of** the required/specified documents, the appropriate level of endorsement(s) as required, assembled in a single PDF file, sent to the AMRDEC site specified, and received by midnight Eastern Standard Time (EST) of the application suspense date deadline. **Packages missing any required documents or failing to meet the submission requirements specified will be returned without action.** NGB/HRT highly recommends that organizations or unit members submitting applications on behalf of their members provide those members a courtesy copy of the final submission.

Additionally, processing of application packages within a member's organization should adhere to any specific guidance established by the local organization (unit, wing, state, directorate, etc.). Check with local authorities for their approval process and any internal suspense date.

7. SELECTION/ANNOUNCEMENT PROCESS:

A. The Officer Developmental Education Panel will convene in the first quarter of FY 2013 to develop a merit listing of candidates for recommendation to the Director, Air National Guard.

B. The Director, Air National Guard, on acceptance of the panel recommendations, will announce the alphabetized list of selectees and alternates, by email, to the Adjutants General and ANGRC/CC.

C. ANGRC/CC will further disseminate the Selection Announcement to the state and territory Wing Commanders, Directors of Staff, and ANGRC A-Staff Directors.

D. NGB/HRT will further disseminate the Selection Announcement to the various Force Support Squadron personnel, and provide a Selection Notification Letter to each selectee and alternate.

8. ACCEPTANCE/DEFERRAL/DECLINATION/WITHDRAWAL PROCEDURES:

A. Selectees must, within 30 days of being sent the Selection Notification Letter, provide NGB/HRT written notice of their acceptance, or a request for deferral, declination, or withdrawal.

1. Acceptance – Selectee must send confirmation of acceptance via e-mail to NGB/HRT

2. Deferral – An officer selected as a primary candidate who becomes unable to attend the selected program due to significant mission essential or humanitarian reasons, may request a deferral. An approved deferral request automatically holds a seat for the individual for the following academic year (AY 2013/2014) *only at the school for which the member was originally selected. Failure to obtain approval of a deferral request will cause the deferral to be considered the same as a declination, below.*

3. Declination – An officer selected as a primary candidate who becomes unable to attend the selected program due to mission essential or humanitarian reasons may request to decline the opportunity. An approved declination request renders the applicant eligible to reapply after a one-year break. For example, a primary candidate selected through this announcement for the 2013-14 academic year, which requests and receives an approved declination, may not apply for the 2014-15 year but would have to wait until the 2015-16 year to be eligible. *Failure to obtain approval of a declination request will cause the declination to be considered “with prejudice”, and render the member ineligible to reapply for resident developmental education at the same level.*

4. Withdrawal – An officer selected as an alternate who, prior to being named as a primary candidate, becomes unable to attend, may request withdrawal from further consideration, without prejudice.

B. Acceptance or requests for deferral, declination, or withdrawal should be routed to ang.forceddevelopment@ang.af.mil. Emails with official signature blocks will be accepted. Requests for deferral or declinations received by NGB/HRT without proper endorsements will be returned to the state without action.

C. The information above regarding the deferral and declination process is being provided only to inform potential applicants in advance of the rules regarding deferral and declination options. Complete and specific instructions for requesting a deferral or declination will be provided selectees in their Selection Notification Letter.

9. ADDITIONAL INFORMATION:

We encourage supervisors and commanders at all levels to review their officer force and target qualified members for IDE/SDE/ASG attendance.

Questions regarding this message should be sent to ang.forceddevelopment@ang.af.mil.

Points of Contact are CMSgt Jeanne Iorio, DSN 612-8331, Comm: (240) 612-8331; Lt Col David A. "Tony" Schlagel, DSN 612-8692, Comm: (240) 612-8692; or MSgt Elizabeth Shapiro, DSN 612-8678, Comm (240) 612-8678.