

AIR NATIONAL GUARD
FY13 AIR COMMAND AND STAFF COLLEGE AND AIR WAR COLLEGE
AIR RESERVE COMPONENT SEMINAR (ARCS)
ANNOUNCEMENT



The Air National Guard Human Resources Directorate (NGB/HR) is now accepting application packages for the **Air Command and Staff College - Air Reserve Component Seminar (ACSC-ARCS) and Air War College (AWC – ARCS)**. **The first seminar will be held 17 - 28 June 2013 at Maxwell AFB, Montgomery, AL.**

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1. COURSE INFORMATION: ACSC-ARCS and AWC-ARCS are non-resident/distance learning (DL) Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE) programs. They consist of two (2) two-week seminars conducted in June of two consecutive years (phases) at Maxwell AFB, Alabama. During the period between seminars, members are expected to complete certain curriculum at home station. **The seminar portion is unit funded.**

2. APPLICATION DEADLINE: All Application packages must be electronically scanned and emailed to NGB/HRT no later than **(NLT) 1 Apr 13.**

3. AUTHORITY:

- A. AFI 36-2301, *Developmental Education*, dtd 16 July 2010.
- B. ANGI 36-2301, *Professional Military Education*, dtd 1 January 2007.
- C. AFI 36-2905, *Fitness Program*, dtd 1 January 2010 and subsequent guidance memorandums.

D. AFDD1-1, *Leadership and Force Development*, dtd 8 November 2011.

4. ELIGIBILITY CRITERIA AND FITNESS REQUIREMENTS:

- A. Applicant eligibility is IAW ANGI 36-2301, Section B, Para. 5, *Nonresident Programs*.
- B. Members currently enrolled in ACSC-DL or AWC-DL that has already taken an exam in the program are ineligible to apply.
- C. Members must have a current fitness assessment as of 5 Mar 13 IAW AFI 36-2905.

5. APPLICATION PACKAGE REQUIREMENTS:

Application package must include the following items:

- A. Applicant Letter of Intent** - The letter (limited to one page) must state how attending the ACSC-ARCS or AWC-ARCS will assist the member in completing the distance learning course as well as enhance skills and achievement of career goals.
- B. ARCS Application Form** - Complete requested information and Commander's concurrence, statement of funding, and signature.
- C. vMPF Record Review RIP** - Submit all pages. Applicants should insure their records review RIP contains the most up-to-date information. Submission of vMPF dated before 5 Mar 13 will not be accepted.
- D. Current Fitness Assessment** - Must reflect a passing score IAW AFI 36-2905. Fitness Assessment must be current as of 1 Mar 13.

Do not include other endorsements and/or letters of recommendation. If other endorsements and letters of recommendation are included they will not be considered.

6. SUBMISSION PROCESS:

- A. Electronically load completed application package to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than (NLT) 1 April 13. 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 to provide NGB/HRT access to your uploaded file:

ang.forcedevelopment@ang.af.mil

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

“2013-505– ARCS – Last Name, First Name, Rank – State Abbreviation”

Example: 2013-505-ARCS – Doe, John, Lt Col – MI

D. Applications must be submitted to AMRDEC and available to the Air National Guard Readiness Center Training and Development Office (NGB/HRT) not 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 submitted 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. Upon review, ANG/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 **TEN WORKING DAYS** from AMRDEC receipt 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 612-8676 or 612-8678, Commercial (240) 612-8676 or (240) 612-8678

E-mail: ang.forcedevlopment@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 PROCESS:

A. A confirmation of receipt will be sent to the applicant in the form of an email reply from AMRDEC. Confirmation does not guarantee placement in the seminar.

B. If the number of applications exceeds allocations, a selection panel may be convened at the discretion of NGB/HRT.

C. Selectees will be notified directly by the ANG Advisor/ARCS Coordinator at Air University or by NGB/HRT. NGB/HRT will notify alternates (if applicable) via email. A general announcement will be emailed, at a minimum, to all ANG Force Support Squadrons.

D. Once member receives notice of selection, member must accept or decline attendance in writing by email to ang.forcedevelopment@ang.af.mil within 10 days. Failure to meet this requirement may result in the offer to attend being terminated and offered to another member.

E. **Training Line Numbers (TLNs) will not be issued.** Member must be in a military status to attend. Travel arrangements and order processing are at the discretion of the member and their unit.

8. ADDITIONAL INFORMATION:

We encourage supervisors and commanders at all levels to review their officer force and target qualified members for ACSC-ARCS attendance.

Direct questions regarding this message to MSgt Elizabeth Shapiro, DSN 612-8676, Comm: (240) 612-8676. Alternate contacts are CMSgt Jeanne Iorio, DSN 612-8331, Comm: (240) 612-8331 available by email at ang.forcedevelopment@ang.af.mil.