

AIR NATIONAL GUARD
FISCAL YEAR 2014 (FY14)
JOINT PROFESSIONAL MILITARY EDUCATION (JPME)
APPLICATION ANNOUNCEMENT

for
ADVANCED JOINT PROFESSIONAL MILITARY EDUCATION (AJPME)
and
JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS)



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1. COURSE INFORMATION:

Professional Military Education (PME), including Joint PME (JPME), is a critical element in officer development and is the foundation of a joint learning continuum. Completion of JPME positions an officer to recognize requirements for and operate at the tactical, operational, and strategic levels of national security, enhancing the total force capability and our capacity to wage traditional and irregular warfare when necessary.

AJPME and JCWS are similar in content and both satisfy the second level of joint education necessary for becoming a **Joint Qualified Officer (JQO)**.

AJPME – AJPME was specifically created for the Reserve Component (RC) community and is conducted by the National Defense University Joint Forces Staff College (NDU- JFSC). AJPME is a 40-week, blended learning course consisting of two distance learning (DL) periods, and two face to face (F2F) periods at week 13 and weeks 39-40, held at Joint Forces Staff College in Norfolk, Virginia. The course is **unit funded**.

Class	Class Start	F2F-1 (1 Week)	F2F-2 (2Weeks)	Graduation Date
14-1	Jan 14	Mar – Apr 14	Oct 14	Oct 14
14-2	Apr 14	Jul 14	Jan 15	Jan 15
14-3	Jul 14	Oct 14	Apr – May 14	May 14
14-4	Oct 14	Jan 15	Jul 15	Jul 15

JCWS – JCWS is a 10-week resident program primarily for active duty personnel, though the Air National Guard occasionally obtains short notice (less than 30 days) opportunities to attend. JCWS is designed to educate national security professionals on planning and executing joint, interagency, intergovernmental, and multinational operations and instilling the teamwork, attitudes, and perspectives necessary for such operations. The course is **school day funded**.

Course Number	Course Start Date	Course Graduation Date
14-1	13 Jan 14	21 Mar 14
14-2	7 Apr 14	13 Jun 14
14-3	23 Jun 14	29 Aug 14
14-4	15 Sep 14	21 Nov 14

2. APPLICATION DEADLINE: All application packages must be electronically scanned and emailed to NGB/HRT at ang.forcedevelopment@ang.af.mil no later than **(NLT) 2359 EST, 13 November 13**. Applications received after this date will not be considered.

3. AUTHORITY:

- A. AFDD1-1, *Leadership and Force Development*, dtd 8 November 2011
- B. AFI 36-2301, *Developmental Education*, dtd 16 July 2010
- C. National Guard Bureau policy and guidance
- D. AFI 36-2905, *Fitness Program*, dtd 1 January 2010 and subsequent guidance
- E. ANGI 36-2301, *Professional Military Education*, dtd 1 January 2007

4. ELIGIBILITY CRITERIA AND FITNESS REQUIREMENTS:

- A. Targeted attendance for the courses are **Majors, Lieutenant Colonels, and Colonels who are or will be assigned 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**. General Officers may attend with appropriate approval.
- B. Completion of JPME Phase I (granted through completion of Air Command and Staff College (ACSC) or another approved Intermediate Developmental Education (IDE) program) is required.

C. A Secret security clearance, at minimum, is required.

D. Members must have a current fitness assessment as of the application deadline, IAW AFI 36-2905.

5. APPLICATION PACKAGE REQUIREMENTS: Application package must include the following items:

A. Application Worksheet - Applicants must identify their interest in AJPME, JCWS, or both on the application form. Applications will be provided to the field during the open nomination period. Complete all required fields. Applicants should rank order their preference of the available class dates. **NGB/HRT will make every effort to place you in your desired class date.**

B. Applicant Letter of Intent: (limited to one page times new roman 12 font). Address the letter to “JPME Developmental Education Panel”. In the letter address why you desire to attend and how attendance would benefit the unit mission.

C. TAG/ATAG or Equivalent Endorsement: A letter indicating the officer’s career development path and a specific plan for the officer to obtain or use additional joint experience. The intent of the unit’s leadership toward developing a member for joint roles is a critical factor in the selection of personnel to attend this training.

D. Joint Officer History (JOH) – A printed summary from the Joint Qualification System (JQS) (CAC only) located on the home page of the website, found at <https://pki.dmdc.osd.mil/appj/jqs/consent?continueToUrl=%2Fappj%2Fjqs%2Finit.do>. Applicants are encouraged to ensure in advance that this document correctly indicates their joint experience and education. This is required even if there are no points in the JOH.

E. vMPF Record Review/Update (Print all pages): It is incumbent upon each applicant to ensure their personnel information is correct in vMPF, as this is the only information that may be reviewed by the panel. Submit the entire vMPF Record Review (not the last page only) as information on other areas of the report is required in the review process. The Record Review/Update is available through vMPF on the Air Force portal.

F. Current Fitness Assessment: Must reflect a passing score IAW AFI 36-2905. Fitness Assessment must be current as of the application deadline.

G. Stratification: Submission of two or more applicants in any DE course requires the leadership to stratify the applicants. A stratification letter must be submitted separately to the JPME Developmental Education Panel. It is not part of the applicant’s package. The letter will rank the applicants in merit order. Please include the leadership’s contact information should the panel president need to call during the Panel process. The stratification letter should be emailed to ang.forcedevelopment@ang.af.mil.

Note: Do not include other endorsements and/or letters of recommendation. If these are included, they will be removed from the package prior to panel review.

6. SUBMISSION PROCESS:

- A. Electronically load completed application package in one (1) single PDF document in the same order as on the application worksheet to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than (NLT) 2359 EST 13 November 2013. 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 file: ang.forcedevlopment@ang.af.mil.

NOTE: Prior to submitting verify the e-mail above is accurately entered in AMRDEC. Only packages received through AMRDEC to the e-mail address above will be accepted.

- C. Please use the following naming structure for your application submission as well as the file description:

“2014-506 – JPME Last Name, First Name, Rank – State Abbreviation”

Example: 2014-506 - JPME Doe, John, Lt Col – MI

- D. Applications must be submitted to AMRDEC and be available to NGB/HRT no later than 2359 EST on the closeout date specified above.
- E. Applications must be complete upon initial receipt, in one (1) single PDF package. Please do not upload multiple packages together. Each package must be uploaded individually through AMRDEC.
- 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. Applicants will receive a confirmation from AMRDEC when their package is downloaded by NGB/HRT. This will serve as confirmation that your package has been received for processing. Upon review, NGB/HRT will notify candidates whose application is **not complete** via the email addresses supplied on the application. Those candidates will have until the suspense specified by NGB/HRT to provide the documentation necessary to complete their package. Failure to submit corrections prior to suspense date will result in the package being returned without action

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 one (1) single PDF file, sent to the AMRDEC site specified, and received by 2359 EST of the application suspense date deadline. **Packages missing any required documents or failing to meet the submission requirements specified will not be considered.** 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.

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.** If the number of applications exceeds allocations a selection panel will be held.
- B.** Selectees will initially be notified through their leadership chain, followed by individual communication from NGB/HRT.
- C.** Once member receives notice of selection, member must accept or decline attendance in writing by email to ang.forceddevelopment@ang.af.mil within 15 days. Failure to meet this requirement may result in the offer to attend being terminated and offered to another member. If necessary, please see declination procedures below.
- D.** Training Line Numbers (TLNs) will not be issued for AJPME, as the course is unit funded. 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. DECLINATION PROCEDURES:

- A.** Members have 15 days from the date notified by NGB/HRT to decline their attendance in writing.
- B.** Applicant may decline selection via letter or email communication, coordinated through and with concurrence of the Wing Commander (or equivalent), and include justification for declination (i.e., mission related, emergency, etc.).

9. ADDITIONAL INFORMATION:

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

- B. Package Order
 - 1. Application Worksheet
 - 2. Applicant Letter of Intent
 - 3. TAG/ATAG or Equivalent Endorsement
 - 4. Officer History (JOH)
 - 5. vMPF Record Review/Update (Print all pages)
 - 6. Current Fitness Assessment

- C. Questions regarding this message should be sent to ang.forcedevelopment@ang.af.mil. Points of contact are MSgt Elizabeth Shapiro (Primary), DSN 612-8676, Comm: (240) 612-8676 or MSgt Zandra Fox (Alternate), DSN 612-8675, Comm: (240) 612-8675.

