

FY14 AIR NATIONAL GUARD
SENIOR ENLISTED
FORCE DEVELOPMENTAL OPPORTUNITIES



The Air National Guard Training & Development Division, NGB/HRT, is now accepting applications for the 2014 Senior Enlisted force developmental opportunities for Chief Master Sergeants. These programs are designed to emphasize the Air Force Institutional Competencies and focus on improving leadership, management, and warrior ethos. Not all senior enlisted leaders can be developed equally, therefore specific educational opportunities must be targeted to maximize the effectiveness and limit expenses where possible. Attached is a description of each course. Use this to determine what course(s) you will apply for.

NOTE: Applications received as a result of this message will be used throughout the year to fill course quotas as they are received from Air Force. You may not be notified of selection of a course until later in the year.

1. **APPLICATION DEADLINE:** This announcement will be open throughout the year. As you become eligible for courses you may apply.
2. **ELIGIBILITY AND FITNESS REQUIREMENTS:**
 - A. Eligibility in course description must be met.
 - B. Must have a passing fitness score at the time of application and the time of attendance.
 - C. Any prerequisites must be met prior to attending course.
 - D. Must meet the tier requirement in the ANG Senior Enlisted Leadership Management Office (SELMO) Pyramid. For instance if you are in Tier 1 (less than 18 months in position or TIG), you may apply for the courses in Tier 1. You may not apply for courses in Tier 2 or Tier 3. If you are in Tier 3 and have not completed courses in Tier 1 or Tier 2, you should apply for those courses in order to ensure proper professional development.

3. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

- A. Air National Guard FY14 Senior Enlisted Development Education Opportunities Application Worksheet.
- B. Letter of Intent (LOI) which should include the benefits of attending the course for yourself and the mission. The letter should address the Air Force competencies and how they fit into your mission and service. These competencies include: (1) Employing Military Capabilities, (2) Enterprise Perspective, (3) Strategic Thinking, and (4) Embodies Airman Culture. (See AFDD 1-1 for further information on AF Competencies). If you are applying for a Regional Seminar include country partnership information such as: which country you partner with, deployments to the partner country, and other interactions with the partner country.
- C. TAG Endorsement.
- D. Copy of current fitness assessment results with passing score (current as of date of submission. NOTE: If your fitness test expires prior to course start you will need to have a valid passing fitness score throughout the course to attend).
- E. Include a current copy of the vMPF-RIP.
- F. Completion of the attached “Horse Blanket” quad chart. NOTE: If you have completed one for the ANG CCM’s office please complete another one for this application package.
- G. Current military/civilian resume.

4. SUBMISSION PROCESS:

- A. Electronically load completed application package to AMRDEC at <https://safe.amrdec.army.mil/safe2/>. 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. Your email of notification that the package was downloaded by NGB/HRT will serve as your confirmation of receipt.
- 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:

“2014-517– ENL – Last Name, First Name, Rank – State Abbreviation”

Example: 2014-517-ENL – Doe, John, CMSgt – MI

- D. Applications must be complete upon initial receipt, in one (1) single PDF package.
- E. Packages not submitted as a single PDF file will be returned without review.
- F. Upon review, ANG/HRT will notify candidates whose application is not complete or not qualified via email addresses supplied within the application. .

The POC for these courses is MSgt Elizabeth Shapiro or SMSgt Richard Roberts,
DSN 612-8676 or 612-9811, Commercial (240) 612-8676 or (240) 612-9811
Email: 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 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.

5. 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. Selectees will be notified directly by the ANG Command Chief Master Sergeant or by NGB/HRT. NOTE: Selections will be made throughout the year. You will be notified when you are selected for a course.
- C. Once member receives notice of selection, member must accept or decline attendance in writing by email to ang.forcedevlopment@ang.af.mil within 10 days (time permitting). Failure to meet this requirement may result in the offer to attend being terminated and offered to another member.

D. 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.

6. ADDITIONAL INFORMATION:

We encourage supervisors and commanders at all levels to review their enlisted force and target qualified members for senior leadership development attendance.