

AIR NATIONAL GUARD
FISCAL YEAR 2014 (FY14) AIR COMMAND AND STAFF COLLEGE AND AIR
WAR COLLEGE (ACSC)
AIR RESERVE COMPONENT SEMINAR (ARCS)
ANNOUNCEMENT



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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. ACSC-ARCS consists of two (2) two-week seminars conducted in June of two consecutive years (phases) at Maxwell AFB, Alabama. AWC-ARCS consists of two (2) two-week seminars conducted in August and December of two consecutive years (phases) at McGhee-Tyson ANGB, TN. During the period between seminars, members are expected to complete certain curriculum requirements at home station. These requirements are pre-requisites for attending Phase II the following year. Both seminar portions are unit funded. The 2014 ACSC-ARCS will be held from 16-27 Jun 14. Travel days are Sunday, 15 Jun and Friday, 27 Jun after 1200 hrs. The 2014 AWC-ARCS will be held from 18-29 Aug 14 at McGhee-Tyson ANGB. Travel days are Monday, 18 Aug and Friday, 29 Aug after 1200 hrs.

2. APPLICATION DEADLINE: Application packages must be received by NGB/HRT no later (NLT) 1 May 2014 (ACSC-ARCS) and 1 June 2014 (AWC-ARCS). Packages received after this date will not be considered.

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 AND PRE-REQUISITES:

- A. Applicant eligibility is IAW ANGI 36-2301, Section B, Para. 5, *Nonresident Programs*.
- B. ACSC ARC, members currently enrolled in ACSC-DL who have completed the Leadership in Command (LC) Applied course are ineligible to apply.
- C. New ACSC ARCS (Phase I) students must complete the ACSC 6.0 Introduction, Student Orientation and the self-paced portion of the LC course before attending Phase I at Maxwell AFB. Applicants are strongly encouraged to begin working on their ACSC pre-requisites **BEFORE** official ARCS selection notification. During Phase I, students will complete the LC Applied, the National Security (NS) self-paced and the NS Applied courses. Phase II students must successfully complete the Air, Space, and Cyberspace (AP) Applied course before attending Phase II. Phase II students will complete the Joint Forces (JF) and the Joint Planning (JP) courses while at Maxwell and then will complete the Joint Air (JA) course at home station to finish the ACSC 6.0 program.
- D. AWC ARCS, members currently enrolled in AWC-DL who have completed the Foundations of Strategy (FS) final exam are ineligible to apply.
- E. New AWC ARCS (Phase I) students must complete the AWC Elective via Air University (AU) Blackboard with a passing grade in the system before attending Phase I at McGhee-Tyson ANGB. Applicants are strongly encouraged to begin working on their AWC elective **BEFORE** official ARCS selection notification. During Phase I, students will complete the Foundations of Strategy (FS) course. Phase II students must successfully complete the International Security Studies (ISS) course before attending Phase II. Phase II students will complete the Warfighting (WF) course and begin work on the Joint Strategic Leadership (JSL) course. Upon completion of Phase II, students will continue to work with their senior mentor to finish the JSL course from home station to complete the AWC DL curriculum.
- F. Members must have a current fitness assessment as of application closeout date IAW AFI 36-2905.

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

- A. **Application Worksheet (Attached):** Complete all required fields.

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

C. 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). All areas of the report are required in the review process. The Record Review/Update is available through vMPF on the Air Force portal.

D. Current Physical Fitness Assessment: 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

Note: 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 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) 1 May 2014 (ACSC ARCS) and 1 June 2014 (AWC ARCS)**. 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.forcedevelopment@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:

“2014-505 – ARCS Last Name, First Name, Rank – State Abbreviation”

Example: 2014-505 - ARCS Doe, John, Lt Col – MI

D. Applications must be submitted to AMRDEC and be available to NGB/HRT no later than 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 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. **Selection Criteria:** If the number of applications exceeds allocations, a selection panel may be convened at the discretion of NGB/HRT.
- B. **Selection Notification:** 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.
- C. **Acceptance/Declination:** 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.

Note: Training Line Numbers (TLNs) will not be issued. Member must be in a military status to attend the two 2-week in-residence portions at Maxwell AFB. Travel arrangements and order processing are at the discretion of the member and their respective unit.

8. ADDITIONAL INFORMATION:

A. Package Order:

1. Application Worksheet
2. Applicant Letter of Intent
3. vMPF Record Review/Update (Print all pages)
4. Current Physical Fitness Assessment

B. Questions regarding this message should be sent to ang.forcedevelopment@ang.af.mil. Points of contacts are MSgt Elizabeth Shapiro (Primary), DSN 612-8676, Comm: (240) 612-8676. MSgt Zandra Fox (Alternate), DSN 612-8675, Comm: (240) 612-8675 available by email at ang.forcedevelopment@ang.af.mil.

C. For ACSC and AWC ARCS program-specific questions, please contact Lt Col Lori Rasmussen, ANG Advisor to the Spaatz Center for Officer Education, Maxwell AFB, AL at DSN 493-9820 or loralie.rasmussen@us.af.mil.