

AIR NATIONAL GUARD

2014

INTERNATIONAL NCO LEADERSHIP DEVELOPMENT (INLEAD) SEMINAR APPLICATION ANNOUNCEMENT



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1. GENERAL INFORMATION:

The aim of INLEAD is to expose International Air Reserve Symposium (IARS) NCO participants to an array of leadership tools, provide a forum for discussion and exchange of ideas within a multi-cultural environment. To stimulate discussion, students are exposed to the Host Nation's military and societal culture, history, leadership techniques to include learning styles, the nation's decision-making process and to provide a climate conducive to training that will enrich and benefit all NATO partners' interoperability and future mission success on the battlefield. Above all, it is to offer an insight into leadership training while enhancing the military experience of all those attending.

The Committee on Leadership Development (COLD) of the IARS, will host the Airmans' Command School at **RAF Halton, United Kingdom**. The seminar dates **4 October to 11 October 2014**. **This course is UNIT FUNDED**. Costs include airfare, and registration fee. The cost of lodging and rations are covered by the registration fee except the formal dinner. Taking into account the costs required for food, accommodation, tours and the formal dinner it is anticipated that the final costs will be approximately \$375.00 plus travel per student.

Ensure you nominate your top performers as this is a great opportunity to learn about other NATO countries' military operations and military culture. Military personnel on official business require military ID cards and NATO travel orders.

2. **APPLICATION DEADLINE:** Application packages must be received by NGB/HRT no later (NLT) **06 August 2014**. Packages received after this date will not be considered.

3. **ELIGIBILITY CRITERIA:**

MSgt or SMSgt

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

A. **Application Worksheet** - Complete all required fields.

B. **Letter of Intent:** (limited to one page, times new roman, 12 font). Address the letter to "INLEAD Development Educational Panel". In the letter address how attending this course will benefit the mission, and why you should be selected to represent the ANG.

C. **State Command Chief or equivalent Nomination Letter:** (limited to one page, times new roman, 12 font). Address the letter to "INLEAD Development Educational Panel". Only nomination letters from the member's State Command Chief or equivalent will be accepted.

D. **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.

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

F. **Stratification: Submission of two or more applicants in any DE course requires the State Command Chiefs to stratify. Once leadership stratifies, NGB/HRT will only accept the number one stratified applicant from each Wing.** A stratification letter must be submitted **separately** to the INLEAD Developmental Education Panel. It is not part of the applicant's package. 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.

5. **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) **06 August 2014**. 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:

“2014-512 – INLEAD Last Name, First Name, Rank – State Abbreviation”

Example: 2014-512 - INLEAD Doe, John, MSgt – OH

- 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.

6. SELECTION PANEL PROCESS:

Selection Criteria: NGB/HRT will implement a deliberate selection method advised to best serve the interest of the Air National Guard.

7. ADDITIONAL INFORMATION:

A. Package Order

1. Application Form
2. Letter of Intent
3. State Command Chief or Equivalent Nomination
4. vMPF Printout
5. Fitness Assessment

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