

**AIR NATIONAL GUARD**

**FISCAL YEAR 2015**

**RESERVE COMPONENTS NATIONAL SECURITY COURSE (RCNSC)**

**APPLICATION ANNOUNCEMENT**



**MESSAGE CONTENTS:**

	<b>TOPIC</b>	<b>Page</b>
1.	General Information	1
2.	Application Deadline	1
3.	Authority	1
4.	Eligibility Criteria	2
5.	Application Procedures and Requirements	2
6.	Submission Process	2
7.	Selection/Announcement Process	4
8.	Cancellation/Swap Procedures	4
9.	Additional Information	4

**1. GENERAL INFORMATION:**

This program is a two week seminar held at National Defense University (NDU), Ft McNair, Washington, DC. Students attend in civilian/business attire, and participate in lectures, panel discussions, on-site visits and a national security policy and defense resource management exercise under the guidance of faculty members of the National War College, Industrial College of the Armed Forces (ICAF), and other distinguished institutions. The dates for this course are **26 Jan - 6 Feb, 20 Apr- 1 May, and 13 - 24 July 2015**. There are no tuition fees for this program. **This course is School Day Funded.**

**2. APPLICATION DEADLINE:** Application packages must be received by NGB/HRT no later (NLT) **20 Oct 2014**. Packages received after this date will not be considered.

**3. AUTHORITY:**

National Defense University (NDU)  
<http://rcnsc.dodlive.mil/>

#### 4. ELIGIBILITY CRITERIA:

**Officers (0-4 and Above) and Senior NCOs (E-8 & E-9)**

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

- A. Application Worksheet:** Complete all required fields to include Applicant and Wing Commander signatures. 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 "RCNSC Developmental Education Panel". In the letter address why you desire to attend and how attendance would benefit the unit mission.
- C. TAG Endorsement:** Applicants must submit a TAG or TAG equivalent endorsement letter. This endorsement is a vital component in the overall evaluation of an applicant's package. Statements about the appropriateness of the course for the applicant as well as the wing or state leadership's future development plans for the member are highly encouraged.
- D. vMPF Record Review/Update (Print all pages):** It is incumbent upon each applicant to ensure their 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. **DO NOT** redact your social security number.
- E. Current 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.
- F. Stratification: Submission of two or more applicants in any Developmental Education course requires the TAG to stratify the applicants.** A stratification letter (combined Officer and Enlisted) addressed to the RCNSC Developmental Education Panel must be included with each package submitted. Packages not stratified will not be considered. The letter will rank the applicants in merit order. Please include the leadership's contact information should a panel member need to call during the Panel process.

#### 6. SUBMISSION PROCESS:

- A.** The FSS/FDO will 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/safe> no later than **(NLT) 20 Oct 2014**. **Please do not upload multiple packages together.** Each package must be uploaded individually through AMRDEC. 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](mailto: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 convention for your application submission as well as the file description:

“2015-509 – RCNSC Last Name, First Name, Rank – State Abbreviation”

*Example:* 2015-509 - RCNSC Doe, John, Lt Col – MI

- D.** Applications must be submitted to AMRDEC and be available to NGB/HRT no later than **20 Oct 2014**.
- E.** Packages not received as a single PDF file will be returned without review.
- F.** Incomplete packages (packages not meeting mandatory criteria or packages received after the close out date as indicated above) will NOT be considered.
- G.** Applications submitted on the close out date will be reviewed for qualification or disqualification only. Please ensure you review your application thoroughly.
- H.** Applicants will receive confirmation emails from AMRDEC once their package has been uploaded to the AMRDEC site and again once the package has been downloaded by NGB/HRT. This email will serve as confirmation that your package has been received for processing by NGB/HRT. 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 packages received exceeds the available quotas, NGB/HRT will convene a panel to develop an order of merit listing for recommendation.
- B. Selection Notification:** NGB/HRT will provide selection notification to each selectee and alternate.

## **8. CANCELLATION/SWAP PROCEDURES**

- A. Cancellation** – Those selected who are unable to attend the course for any reason may request a cancellation. Candidates who cancel must reapply through future announcements.
- B. Swap** – Those selected may request to change the course date that they applied for. They will be placed on a waiting list for a secondary date, and if an opening occurs NGB/HRT will make every effort to accommodate the change.
- C. Requests for cancellation or swap:** Request should be routed through the Wing Force Development office to [ang.forcedevelopment@ang.af.mil](mailto:ang.forcedevelopment@ang.af.mil).

## **9. ADDITIONAL INFORMATION:**

- A.** National Defense University (NDU) <http://rcnsc.dodlive.mil/>
- B.** Package Order
  1. Application Worksheet
  2. Applicant Letter of Intent
  3. TAG Endorsement
  4. vMPF Record Review/Update (Print all pages)
  5. Current Physical Fitness Certificate
  6. Stratification Letter
- C.** Questions regarding this message should be sent to [ang.forcedevelopment@ang.af.mil](mailto:ang.forcedevelopment@ang.af.mil). Points of Contact are MSgt Elizabeth Shapiro (Primary), DSN 612-8676, Comm (240) 612-8676, or MSgt Lisa Happ (Alternate), DSN 612-7097, Comm (240) 612-7097.