

AIR NATIONAL GUARD
CALENDAR YEAR 2015 (CY15)
USAF COMMANDERS' COURSES
APPLICATION ANNOUNCEMENT



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1. GENERAL INFORMATION:

This program consists of various courses held at Maxwell Air Force Base, Alabama. The Commanders' Professional Development School is responsible for conducting CSAF-mandated Wing, Vice Wing and Group Commander pre-command training, Wing and Vice Wing Commander spouse training, Wing Executive Response Course, Senior Leader Mission Generation Course, Board President Course and Incident Management training through professional continuing education for the Air Force. Please see the ANG Force Development website for a description of the courses, www.ang.af.mil/careers/ForceDevelopment. These courses are **UNIT FUNDED**.

NOTE: Dates for USAF Commanders' Courses are not yet available. Once released, we will publish course dates to the ANG Force Development website, www.ang.af.mil/careers/ForceDevelopment.

2. APPLICATION DEADLINE:

Application packages must be received by NGB/HRT no later than (NLT) **05 January 2015**. Packages received after this date will not be considered.

3. ELIGIBILITY CRITERIA:

Wing, Vice and Group Commanders

4. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

A complete application package must include the following items **in the order specified**:

A. Application Worksheet: Complete all required fields. **NGB/HRT will make every effort to place you in your desired class.**

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

C. TAG Endorsement/Stratification: Applicants must submit a TAG endorsement letter. This endorsement is a vital component in the overall evaluation of an applicant’s package. Statements about the appropriateness of the applicant’s desired course(s) as well as the wing or state leadership’s future development plans for the member are highly encouraged.

Submission of two or more applicants in any Developmental Education course requires the TAG to stratify the applicants. A stratification letter addressed to the “USAF Commander's Course Panel” must be included with each package submitted. Packages not stratified will not be considered. The TAG 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.

D. Combination (military/civilian) Resume: It is imperative applicants submit a resume that contains both military and civilian experience and education. The resume cannot exceed 3 pages.

E. Officer Performance Reports (OPRs): Applicants submit the last five (5) required OPRs as of 05 January 2015. Submit documentation for any gaps between OPRs or pending reports awaiting closeout.

F. 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 as this information is needed during the review process. The Record Review/Update is available through vMPF on the Air Force portal.

G. 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 if necessary.

5. Submission Process:

A. The JFHQ will electronically load completed application package in one single PDF document in the same order as on the application worksheet to AMRDEC at <https://safe.amrdec.army.mil/safe> **no later than 05 January 2015**. 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, sends an email to the intended recipient advising them that a file or package has been loaded for their access and provides 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 uploaded file.

ang.forcedevlopment@ang.af.mil

C. Please submit using the following naming structure for your application:

“2015-510 - CC Last, Name, First Name, Rank – State Abbreviation”

Example: 2015 – 510 CC Doe, John, Lt Col – NY

D. Applications received prior to closeout will be reviewed for completeness. Incomplete packages will be returned to JFHQ for resubmission of complete package by closeout date.

E. 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. If you do not receive a confirmation within five business days, please contact the course POC listed at the end of this announcement.

6. SELECTION/ANNOUNCEMENT PROCESS:

A. A selection panel will be held if the number of applications exceeds allocations.

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.forcedevlopment@ang.af.mil within 5 days. Failure to meet this requirement may result in the offer to attend being terminated and offered to another member.

D. These courses are 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.

7. ADDITIONAL INFORMATION:

Additional Information can be found on the following website:

<http://www.ang.af.mil/careers/forcedevelopment/index.asp>

POC FOR CALANDER YEAR 2015 USAF COMMANDERS' COURSES:

MSgt Lisa Happ, DSN 612-7097 or comm (240) 612-7097, email lisa.happ@ang.af.mil.