

AIR NATIONAL GUARD
CALENDAR YEAR 2015 (CY15) AIR COMMAND AND STAFF COLLEGE
(ACSC) AND AIR WAR COLLEGE (AWC)
AIR RESERVE COMPONENT SEMINAR (ARCS)
ANNOUNCEMENT



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1. COURSE INFORMATION: ACSC-ARCS is a non-resident/distance learning (DL) Intermediate Developmental Education (IDE) program. ACSC-ARCS consists of two (2) two-week seminars conducted in June of two consecutive years (phases) at Maxwell AFB, Alabama. 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 2015 ACSC-ARCS session will be held from 15-26 Jun 15 at Maxwell AFB, AL. Travel days are Sunday, 14 Jun and Friday, 26 Jun 14 after 1200 hrs.

AWC-ARCS is a non-resident/distance learning (DL) Senior Developmental Education (SDE) program. AWC-ARCS consists of two (2) two-week seminars conducted in 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 December 2015 AWC-ARCS session will be held from 1-11 December 2015 at McGhee-Tyson ANGB. Travel days are Monday, 30 Nov and Friday, 11 Dec after 1200 hrs.

2. APPLICATION DEADLINE: Application packages must be received by NGB/HRT no later than (NLT) **15 Mar 2015** for ACSC-ARCS and NLT **15 May 2015** for AWC-ARCS. ACSC and AWC-ARCS packages received after these dates will not be considered.

3. AUTHORITY:

- A. AFI 36-2301_AFGM2014-01, *Developmental Education*, dtd 31 July 2014.
- B. AFI 36-2905, *Fitness Program*, dtd 21 October 2013 and subsequent guidance memorandums.
- C. AFDD1-1, *Leadership and Force Development*, dtd 8 November 2011.

4. ELIGIBILITY CRITERIA, FITNESS REQUIREMENTS AND PRE-REQUISITES:

- A. Applicant eligibility is IAW AFI 36-2301_AFGM2014-01, Attachment 4, Para. A4.3, *Officer Distance Learning (DL) Programs*.
- B. For ACSC- ARCS, 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 Student Orientation & Introduction 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. All pre-requisites for ACSC-ARCS Phase I students must be completed **NLT 1 June 2015**. 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 & Cyberspace (AP) Applied course before attending Phase II **NLT 1 Apr 2015**. 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. For 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 and pass the AWC Elective via the Air University (AU) Blackboard before attending Phase I at McGhee-Tyson ANGB. Phase I pre-requisites must be completed **NLT 16 Nov 15**. 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 **NLT 1 Nov 15** in order to attend AWC-ARCS 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. 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.
- C. 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, if 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.** JFHQ will upload individual packages in one single PDF document in the order specified above (A-C). Submit through AMRDEC at <https://safe.amrdec.army.mil/safe/>.
- B.** In order for NGB/HRT to access the file, you must use the following email address in the “Recipient Information” section: ang.forcedevlopment@ang.af.mil. **Prior to submitting, verify you have entered the correct email. ****Please do not upload multiple packages together.** NGB/HRT only accepts packages submitted through AMRDEC to the e-mail address above.
- C.** Please use the following naming structure for **file name and file description:**

“2015-505 – ARCS Last Name, First Name, Rank – State Abbreviation”

Example: 2015-505 - ARCS Doe, John, Lt Col – MI
- D.** JFHQ will receive a confirmation from AMRDEC when the package is downloaded by NGB/HRT. This will serve as confirmation that the package has been received for processing. We recommend saving the confirmation email until selection announcement is released. Applicants may contact JFHQ for confirmation that package was received by NGB/HRT.
- E.** Incomplete packages or packages not received as a single PDF file will be returned to JFHQ and must be resubmitted by application deadline.
- F.** Applications submitted on the close out date will be reviewed for qualification or disqualification only.

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/HR.
- B. Selection Notification:** Selectees will be notified directly by the ANG Advisor/ARCS Program Director at Air University or by NGB/HRT. Either NGB/HRT or the ARCS Program Director 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. **Once a member has accepted an invitation to participate in the program, any cancellations within 45 days of the class start date require a letter endorsed by the member's Wing Commander.**

Note: Training Line Numbers (TLNs) will not be issued. Member must be in a military status to attend the two 2-weeks in-residence TDYs at Maxwell AFB or McGhee Tyson ANGB. 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. vMPF Record Review/Update (Print all pages)
 - 3. 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 Denise Wagenman (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 and ARCS Reporting Instructions, 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.