Air National Guard CY 2017
ENLISTED Developmental Opportunities

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Section 1:

ANNOUNCEMENT

ANNOUNCEMENT NUMBER 2017 - 999

OPEN PERIOD 4 Mar – 20 Jul 2016

SEND APPLICATIONS TO:
usaf.jbanafw.ngb-hr.mbx.hr-workflow@mail.mil

NGB is now accepting CY17 applications for a variety of Enlisted development opportunities. **The Enlisted Development opportunities within this announcement replace all individual announcements by NGB/HRT and the NGB Senior Enlisted Leader Management Office (SELMO).** Applicants will be screened for opportunities based on anticipated long-term return to the Air National Guard. Adjutants General, Commanders, and Command Chiefs play pivotal roles in the nomination process. Nominees should be Enlisted members who clearly demonstrate the potential to serve in leadership positions in the ANG. These positions would normally include, however, may not be limited to, positions at Numbered Air Forces, Major Commands, Joint, SECAF, OSD, DoD, COCOM's, and numerous educational opportunities, deployments, Active Duty for Operational Support (ADOS) tours, and other experiences throughout the ANG enterprise.

*Applicants ***MUST*** review the information and check course eligibility requirements in the Senior Enlisted Development portfolio located at www.ang.af.mil/careers/forcedevelopment.

NOTE: All developmental opportunities are subject to availability of funds.

*****DO NOT USE ANY OTHER APPLICATION PROCEDURES*****

Section 2
REQUIREMENTS

1. **SUBMISSION INSTRUCTIONS:** All packages must be vetted through JFHQ adhering to any local policies, procedures and internal suspenses. All packages must also be submitted via the AMRDEC site (https://safe.amrdec.army.mil/safe, instructions in section 7) by **COB on 20 JULY 2016**.

2. All documents submitted must have the complete Social Security Number (SSN) redacted EXCEPT for the DEVELOPMENTAL REQUEST SHEET. All requirements must be consolidated into a single PDF, do NOT use the portfolio feature in Adobe. Submit in listed order (paragraph 3-15).

   - PDF Filename should be 2017-999 Last name, First Initial, Middle Initial (Example: 2017-999SmithJD)
   - AMRDEC naming structure for **file name and file description** should be 2017-999 - Last Name, First Initial, Middle initial, Rank – State Abbreviation (2017-999 - SmithJD, MSgt - MI)
   - Email Application Package via https://safe.amrdec.army.mil/safe to ***USAF.JBANAFW.NGB-HR.MBX.HR-WORKFLOW@MAIL.MIL*** (See section 6 for detailed instructions)

3. Complete **Developmental Opportunity Request Sheet** located in section 3. **Extract request sheet from the announcement prior to completing and submit with other required documents.**

4. **Letter of Intent**: (limited to two pages Times New Roman 12 font). Address the letter to "Enlisted Development Panel". In the letter, address why you desire a developmental opportunity and how it would benefit the unit mission. All LOIs will be signed by the member and endorsed by the Wing Command Chief or equivalent. (see template in section 4)

5. **Resume**: Combined Military and Civilian. Do not exceed 2 pages.

6. **Wing CC or Equivalent Endorsement letter**: A letter indicating the Airman's career development path and specific plan for the member to obtain or use additional experience. (see template in section 5 of this announcement)

7. **Stratification MFR**: Submission of two or more applicants from one state requires state leadership to stratify the applicants. A stratification letter (see template in Section 5) must be submitted separately to the Developmental Education Panel and is NOT part of the applicant's package. JFHQ will email state stratification letters to usaf.jbanafw.ngb-hr.mbx.ANG-Force-Development@mail.mil. NGB/HRT will obtain stratification for Stat tour applicants.

8. **AF Fitness Management System (AFFMS II) printout:** Include current fitness results and history. Member must have a current, passing fitness assessment at the time application is submitted and follow fitness standards as established by AFI 36-2905.

9. **Air Force Biography (CCM only)**: see Force Development Website at http://www.ang.af.mil/careers/forcedevelopment for official format and example.

10. **vMPF Record Review/Update**: Must be no more than 30 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MilPDS **will not** be accepted. 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 a panel. Submit entire vMPF Record Review available via vMPF on the Air Force Portal.

    Log into AFPC Secure
    https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx
    Select vMPF (almost the last item on the list)
    Verify your information
    Select Record Review/Update
    View/Print all Pages

11. **AF Form 422 (ADOS and SSSNCOA applicants only):** Work through your local Military Treatment Facility to obtain the AF Form 422. Form must state WWQ with NO restrictions, to include a deployment restriction (Code 31) or undergoing a MEB (Code 37), and must be validated within the last 60 days from the date your application is received. A "working copy" will NOT be accepted. Upon final selection, you may need to provide an updated AF422 within 60 days prior to the tour start date.

    NOTE: SSSNCOA applicants cannot be on a fitness profile at the time application is submitted and at the time of attendance. Members selected to attend the Marine Corps or Navy Senior Enlisted Academy must meet that services physical fitness and body composition standards (refer to USMC or USNSEA website for more information).

12. **Sanctuary Waiver** (ADOS applicants only): If TAFMS is 16 years or greater; must submit a Statement of Understanding Waiver of AD Sanctuary. Located at https://gum-crm.csd.disa.mil/ci/fattach/get/2556240/1368200018/redirect/1/filename/4.%20New%20-%20NGB%20Delegation-Not%20Invoke%20Sanctuary%20Message%20Final.pdf

NOTE: **Do not** include other endorsements, letters of recommendations, or other extraneous material. **Ensure you thoroughly review your application and submit all required documents.**

Section 3

DEVELOPMENTAL OPPORTUNITY REQUEST SHEET

See form on next page

//FOUO//
(Information on this form is subject to the Privacy Act of 1974)

NATIONAL GUARD BUREAU ENLISTED DEVELOPMENTAL OPPORTUNITY REQUEST SHEET

Rank

Last name

First Name, Middle Initial

Status

DOR, PAFSC

SSN

State

Primary phone # and email address

Alternate phone # and email address

Current Wing/ Unit or Squadron/ Title

Requested status/opportunity:
(check all that apply)

- ☐ Deployments
- ☐ Short Tour/ADOS
- ☐ Special Projects
- ☐ Development Opportunity -see next page

Window of availability:

- ☐ Jan-Mar
- ☐ Apr-Jun
- ☐ Jul-Sep
- ☐ Oct-Dec
- ☐ Other - specify below

Specify availability if other:

Highest level of civilian education/highest level of military education (DL or Residence)

NGB position held/how long/highest rank held

Command positions held/how long/highest rank held

Deployment (country)/Position/Duty Length/Rank

Top 3 awards received

Developmental Opportunities interested in attending (check all that apply - see Force Development website for all course descriptions at http://www.ang.af.mil/careers/forcedevelopment/index.asp):

- ☐ International Leadership Development (INLEAD) Seminar (MSgt)
- ☐ Sister Service Senior NonCommissioned Officer Academy (MSgt - SMSgt)
- ☐ Joint Special Operations University Senior Enlisted Academy (JSOFSEA) (SMSgt)
- ☐ Reserve Component National Security Council Course (RCNSC) (SMSgt - CMSgt)
- ☐ Air Force Smart Operations Executive Course (AFSO21) (CMSgt - CCM)
- ☐ Enterprise Leadership Seminar (ELS) (CMSgt - CCM)
- ☐ Leadership Development Program (LDP) (CCM)
- ☐ Regional Seminar - Africa (CCM)
- ☐ Regional Seminar - Mid East Asia (CCM)
- ☐ Enterprise Perspective Seminar (EPS) (CCM)
- ☐ Energy for Performance (SCCM)
- ☐ Strategic Mindset Seminar (SCCM)
- ☐ Keystone NDU (SCCM)

Submit documentation below, in order, based on opportunities selected on previous page:

- ☐ Request sheet
- ☐ Letter of Intent
- ☐ Combined Military and Civilian Resume (not to exceed 2 pages)
- ☐ Wing CC Acknowledgement letter (see template in section 4)
- ☐ AFFMS II Fitness assessment with historical data
- ☐ Air Force Biography (CCM only)
- ☐ vMPF RIP
- ☐ AF Form 422 (ADOS & SSSNCOA only)
- ☐ Sanctuary Waiver (if TAFMSD is greater than 16yrs) (ADOS only)

I certify, to the best of my knowledge and belief, all of the information provided on this application is accurate, complete, and made in good faith. I understand that fraudulent information is grounds for rejection and that any information provided may be investigated at any time and if falsified it may lead to punishment under the Uniform Code of Military Justice (UCMJ).

Applicant signature:

Wing CC or equivalent/Stat tour Director or equivalent signature:

TAG or equivalent signature:

Section 4:

LETTER OF INTENT TEMPLATE*

Not currently on Statutory tour:

MEMORANDUM FOR ENLISTED DEVELOPMENT PANEL

SUBJECT: Enlisted Developmental Opportunity Package for rank and name

1. I, rank and name, would like to be considered for the enlisted development opportunities annotated on the developmental request sheet, per the ANG CY17 Enlisted Development Opportunity announcement. Explain accomplishments in this paragraph.

2. Explain how attending an enlisted development opportunity would benefit your position/career.

3. Explain how attending any enlisted development opportunity would benefit the Unit, Wing and/or State mission here.

Signature block: individual applicant

1st endorsement: Wing CCM or equivalent

Currently on Statutory tour:

MEMORANDUM FOR ENLISTED DEVELOPMENT PANEL

1. I, rank and name, would like to be considered for the enlisted development opportunities annotated on the developmental request sheet, per the ANG CY17 Enlisted Development Opportunity announcement. Explain accomplishments in this paragraph.

2. In this paragraph, explain how attending a development opportunity would benefit your position/career.

3. Explain how attending an enlisted development opportunity would benefit your current mission.

Signature block: individual applicant

1st endorsement: ANGRC CCM or equivalent

*Please follow the Tongue and Quill for correct formatting.

Section 5

WING CC OR EQUIVALENT ACKNOWLEDGEMENT TEMPLATE*
(For Wing CC/Director signature)

Not currently on Statutory Tour:

1. Place member's plan for development within the Wing/State in this paragraph.

2. I acknowledge (applicants rank/ full name) decision to apply for Enlisted Development opportunities. This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This Airman is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

Signature block: Field members must have State Adjutant General (TAG) or designated representative (i.e. ATAG, DoS).

Currently on Statutory Tour:

1. Place member's plan for development.

2. I acknowledge (applicants rank/ full name) decision to apply for Enlisted Development opportunities. This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

3. I certify that I have reviewed and approved this request for development opportunities and verify funds are available to support this opportunity if applicant is selected for attendance.

Signature block: Must be current Director or designated representative.

*Please follow the Tongue and Quill for correct formatting.

Section 6

STRATIFICATION TEMPLATE*

MEMORANDUM FOR NGB DEVELOPMENTAL EDUCATION PANEL

SUBJECT: Enlisted Developmental Opportunity Stratification for State

1. I acknowledge the following applicant's decision to apply for Enlisted Development opportunities. These members are stratified, in ranking order, for each course below:

A. Course Name
   1. Rank/ANG applicant
   2. Rank/ANG applicant
   3. etc…

B. Course Name
   1. Rank/ANG applicant
   2. Rank/ANG applicant
   3. etc…

C. Course Name
   1. Rank/ANG applicant
   2. Rank/ANG applicant
   3. etc…

D. Or any course your State has more than one application for.

Signature block: Field members must have TAG or designated representative.

*Please follow the Tongue and Quill for correct formatting.

Section 7

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: I am a Regular Air Force or AF Reserve member, may I apply?
A. No

Q: May I find out who or how many others applied for these opportunities?
A. No. We do not release that information

Q: How do I pull my vMPF RIP?
A: Log into the AF Portal. Select "**virtual MPF**" under Career & Training tab (top center of home page). Click on "Record Review/Update" (lower left corner). Click on "**View/Print All Pages**".

Q: Am I eligible to apply if I have fitness exemptions*?
A: Yes, as long as you are not exempt from ALL components and you have a current passing fitness report. If exempt from ALL Components of testing you ARE NOT eligible to apply unless it is due only to pregnancy.

***NOTE**: If you have been exempt from one or more of the four components of the fitness test for a continuous 12-month period or have 4 component exemptions within a 24-month period you must be recommended by the unit commander to be reviewed by the DAWG (Deployment Action Working Group) to ensure an appropriate medical evaluation has been completed and decide if an MEB (Medical Evaluation Board) is needed IAW AFI 36-2905_AFGM5 dated 3 January 2013, Attach 1, #11, pg.5.

Q: Can I apply for these opportunities while I am deployed?
A: Yes.

Q: **How do I use AMRDEC?**
A: Go to website: https://safe.amrdec.army.mil/safe
Instructions:
Select accordingly if you are accessing the website from a computer with CAC Access or not
Enter and confirm your name is entered, then enter email address
Select Browse to attach your PDF File and once selected it will appear under File(s):
Once you see the file, click the Box next to Privacy Act Data
To the right, in the Box "Description of Files" enter the following: 2016-999 - Last Name, First Initial, Middle Initial, Rank - State (i.e. 2016-999 - SmithJD, MSgt - MI)
Under Recipient Information enter the email address shown in announcement and select Add
Confirm the address has moved to the Recipients List Box next to where you entered it
Under Email Setting, Select the following boxes:
- Encrypt email message when possible
- (Optional) Notify me when file(s) downloads are STARTED (system generated email)
- Notify me when file(s) downloads are COMPLETED (system generated email)
- Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)
Select FOUO
Select Upload

Note: Recommend not performing any other actions while package is uploading, you will see a confirmation message when complete followed up by a system generated email confirmation. If you do not receive email confirmation then your attempt was unsuccessful.