

Air National Guard CY2021 Enlisted Development Opportunities

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ANNOUNCEMENT AMENDMENT

Enlisted Development Opportunities

CHANGE 1: CCM packages are no longer to include photos as part of the member's biography. Submissions with photos will be returned for correction.



ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2021-999

OPEN PERIOD: 1 July – 28 Aug 2020

NGB is now accepting CY21 applications for Enlisted Development Opportunities. Applicants will be screened 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 senior enlisted members who clearly demonstrate the potential to serve in leadership positions. These would include positions at Numbered Air Forces, Major Commands, Joint, SECAF, OSD, DoD, COCOMs, numerous educational opportunities, and other experiences throughout the ANG enterprise.

Application Procedures: Applicants **MUST** follow the application requirements specified in this announcement; do not use any other application procedures. NGB/HRT will provide Joint-Force Headquarters (JFHQ) submission instructions prior to the open application period. Applicants **MUST** review the CY21 Enlisted Development Portfolio located at <http://www.ang.af.mil/Careers/Force-Development/>, right-hand side, under ‘Announcements,’ and check specific course eligibility requirements and information.

Qualification and Selection: Selected individuals will be identified on the CY21 Development Selection Memorandum, which will be distributed to The Adjutants General (TAG) and Directors of Staff (DoS). NGB/HRT will issue training-line numbers (TLNs) for those individuals. Applicants **NOT** identified on the selection memorandum may be considered alternates and will be contacted by NGB/HRT if seats become available.

Funding: All development opportunities are subject to availability of funds, while some courses are unit funded. Funding for the various courses can be found in the CY21 Enlisted Development Portfolio located at <http://www.ang.af.mil/Careers/Force-Development/>.

Timeline:

- Early Summer: Announcement distributed to TAGs/DoS/MPMOs/FSS
- Summer: JFHQ submits applications and stratification memos to NGB/HRT
- Fall: Panels convene, applications reviewed, selectees placed
- Winter: Selection memo sent to TAGs/DoS/MPMOs/FSS; TLNs issued

Find all Applications and Templates (Letter of Intent, Endorsement, TAG Stratification) at the site below; right-hand side, under ‘Announcements.’ <https://www.ang.af.mil/Careers/Force-Development/>

APPLICATION REQUIREMENTS

Applicants must adhere to any local policies, internal procedures, and suspenses. Do **NOT** include any other endorsements, letters of recommendations, or other extraneous documents. **ALL** applications and templates are at: <https://www.ang.af.mil/Careers/Force-Development/>

- A. Application Worksheet:** Complete in its entirety.
 - B. Letter of Intent:** Limit to one page, Times New Roman, 12 font.
 - C. Endorsement Letter:** Limit to one page, Times New Roman, 12 font.
 - D. Resume (combined military and civilian):** Limit to two pages.
 - E. vMPF Record Review/Update (all pages):** Must be no more than 60 days old at the time of submission. Data Verification Briefs (DVB) or RIPs from MilPDS **WILL NOT** be accepted. Applicant must ensure their personnel information is correct in vMPF, to include civilian degrees, PME completion, etc. ***This file is the official source the panel will use to review your record:*** If your resume specifies a Master's Degree, but vMPF reflects a Bachelor's Degree, the panel will only consider the degree listed in vMPF.
 - F. AFFMS II Fitness Printout (with full history):** Must reflect current, passing score, as of the application date. Selected candidates may be required to provide an updated fitness printout prior to course start date.
Note: Sister Service Senior NCO Academy (SSSNCOA) applicants must **NOT** be on a fitness profile at the time of application **NOR** at the time of attendance. Members selected to attend the United States Marine Corps (USMC) or United States Navy Senior Enlisted Academy (USNSEA) must meet that service's physical fitness and body composition standards (refer to USMC or USNSEA website for more information).
 - G. Air Force Biography (CCM Only):** The Air Force Biography template is located on the ANG Force Development web page at <http://www.ang.af.mil/Careers/Force-Development/> in the "Announcements" section.
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SUBMISSION INSTRUCTIONS

- A.** JFHQ will submit a TAG Stratification Letter for all applicants from the state. Stratification is required even if the state has one applicant. This letter is **NOT** part of the applicant's package. JFHQ will send TAG Stratification Letters to: NGB.HR.ANG.Force.Development.Org@us.af.mil. ***NGB/HRT will obtain stratification for stat-tour applicants.***
- B.** NGB/HRT will distribute submission instructions to JFHQs prior to the open application window of 1 July 2020. All applications must be submitted by JFHQs to NGB/HRT by **28 August 2020**. NGB/HRT will **NOT** return any applications for correction. Applicants must adhere to all application requirements contained in this announcement.
- C.** All documents must be consolidated into a single PDF. Do **NOT** use the portfolio feature or add bookmarks to the PDF file. Submit documents in the order listed below in Section D.
PDF Filename: 2021-999-Last Name, First Initial, Middle Initial, Rank-State Abbreviation
Example: 2021-999-SmithJD, SMSgt-MN
- D.** JFHQ or Directorate: All these documents are mandatory; ensure they are in the following order:
 1. Application Worksheet
 2. Letter of Intent (limit to one page)
 3. Wing CC/Directorate or Designated Rep Endorsement Letter (limit to one page)
 4. Resume (combined military/civilian, limit to two pages)
 5. vMPF Record Review/Update (all pages)
 6. AFFMS II Fitness Printout (with full history)
 7. AF Biography (CCM only)