



Air National Guard

Intermediate Developmental Education, Senior Developmental Education, and Advanced Studies Group Announcement for Academic Year (AY) 2012-2013

The Air National Guard Airman Learning Branch (NGB/A1DL) is now accepting applications for resident developmental education (DE) schools and fellowship assignments, including Intermediate Developmental Education (IDE), Senior Developmental Education (SDE), and Advanced Studies Group (ASG) opportunities for academic year (AY) 2012-2013.

Developmental Education is a deliberate and vital element in developing and preparing officers for future leadership roles in the Air National Guard. Adjutants General and Wing Commanders play pivotal roles in the nomination process, and should nominate only those officers who clearly demonstrate the potential to serve in senior leadership positions within the Air National Guard.

Selection to an IDE/SDE/ASG school or fellowship assignment is an extremely competitive process. All application packages meet a selection board, which carefully considers an applicant's demonstration and grasp of the Air Force Institutional Competencies, the strength of leadership's endorsement, the applicant's experiences, and the capacity of the member to further develop and serve in leadership positions at national, state or wing levels.

IDE/SDE/ASG assignments are resident opportunities at Air Force and sister service schools, as well as fellowships at educational, government, and business institutions. Selection incurs a PCS assignment with schools beginning generally between May-August of 2012, and lasting through May-July of 2013. Eligible schools may satisfy Air Force PME requirements, qualify for Joint PME educational credit, and/or award a Masters degree. Applicants, Wing Commanders, and Adjutants General should review the information regarding the various schools and fellowships, consider the fit of an applicant within the school's construct, and evaluate the potential benefits to be gained from the applicant's attendance.

IMPORTANT NOTE:

IDE/SDE/ASG selection is a tremendous honor, opportunity, and investment for the Air National Guard and our members. As such, selected applicants and their leadership should expect that those selected will abide by the recommendation of the board and the selection of the Director, Air National Guard, by attending the selected school. Members applying for IDE/SDE/ASG consideration should do so with the expectation that their selection takes precedence over voluntary deployments or other potentially conflicting activities. Deferrals and declinations will only be considered for members presenting significant humanitarian or mission-impacting concerns that are clearly outside of the member's control. Additionally, AGR members attending IDE/SDE/ASG programs remain in their AGR billet; no additional AGR resources are provided to accommodate their backfill.

APPLICATION SUSPENSE DATE:

Route completed applications to NGB/A1DL NLT **Wednesday, 12 October 2011.**

Note: Each applicant is ultimately responsible for compiling the package and ensuring its completeness. Communication and coordination through the wing's Force Support Squadron Force Development Office (FSS/FSD) is essential. This office serves as the base-level POC for DE program administration to NGB/A1DL.

Eligible Statutory Tour members will receive notification from NGB/HR concerning application/eligibility criteria and process.

APPLICATION REQUIREMENTS:

- **IDE Eligibility:** Applicants must be Majors, or Captains who have met a promotion board to Major, and who have been or will be federally recognized by the course start date (CSD). IDE applicants must have less than 16 years total commissioned service as of 15 August 2012.
- **SDE Eligibility:** Applicants must be Lieutenant Colonels, Colonels, or Majors who have met a promotion board to Lieutenant Colonel, and who have been or will be federally recognized for promotion by the course start date (CSD). SDE applicants must have less than 25 years total commissioned service as of 15 August 2012.
- **ASG Eligibility:** ASG courses are neither IDE nor SDE. Applicants must have already completed an IDE program or currently be enrolled in an IDE in-residence program, and not yet completed an SDE program. Graduates of ASG do not receive SDE credit. To be eligible, applicants must be a graduate from an IDE school (to include ACSC distance learning course) within the last two years, possess a masters degree from an accredited institution or have an undergraduate degree with a GPA 2.75 or higher, and have less than 16 years total active commissioned service as of August 15, 2012. Under exceptional circumstances the above requirements may be waived. In addition to the application requirements listed in this message, applicants are required to write an essay.

IDE/SDE/ASG Application packages must include the following items:

(1) **Application Form:** Complete all required fields. Applicants should indicate their school(s) of choice on the form. If there are any schools the applicant would not attend, this should also be indicated on the form.

(2) **Applicant Letter of Intent:** (limited to three pages). Address the letter to “President of the Board”. In the letter address how your experience illustrates or demonstrates the Air Force Institutional Competencies. These competencies are outlined in AFDD 1-1, *Leadership and Force Development*, dated 25 March 2011. The following is a brief synopsis of the 3 major competencies.

a. Personal Competencies – Institutional competencies leaders need in face-to-face and interpersonal relationships that directly influence human behavior and values. These include ethical leadership, followership, warrior ethos, self-development, and communication.

b. People/Team Competencies – These competencies, when combined with the personal competencies, are essential for leading larger groups or organizations. Leaders will use these competencies to set the organizational climate. They include leading people, developing and inspiring, diversity, collaborative relationships, and negotiation.

c. Organizational Competencies – These competencies are applicable at all levels of the Air Force, but most in demand at the strategic level. Strategic leaders will apply organizational competencies to establish structure and articulate strategic vision. These

include technical competence on force structure and integration; unified, joint, multinational, and interagency operations, resource allocation, and management of complex systems.

(3) **Wing Commander's or Equivalent Letter of Nomination**: The nomination letter will be limited to two pages in length, and should endorse the member's application to the school(s) of choice, their accomplishments, and the future leadership position or roles for which the individual may be considered. The nomination letter may include, but is not limited to:

- Why the applicant should be selected for the school/fellowship of choice(s).
- Outstanding achievement(s) that exemplify the applicant's performance.
- Strategic benefits of the applicant's attendance to future missions of the Air National Guard.
- Future positions and roles within the organization to which the applicant may be potentially assigned.
- How attendance at the school or fellowship will enhance skills and career goals
- Examples of how the individual's experience throughout their career (civilian or military) ties in with the Institutional Competencies in AFDD 1-1.

(4) **Adjutants General's or Equivalent Endorsement**: This endorsement is a vital component in the overall evaluation of an applicant's package. Statements about the validity 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. Along with supporting statements, the endorsement must include the statement,

"The individual will be maintained in a valid UMD position until the completion of the three year service commitment required after graduation."

Submission of two or more applicants in any DE level (IDE, SDE, or ASG) requires the state leadership to stratify the applicants. The stratification will be a rank order letter submitted separately to NGB/A1DL, and should explain why the member is that state's number one [or two, etc.] applying officer and what makes the member stand above their competitors. In addition, this letter should include the TAG's phone contact information should the board president need to call during the selection process. **NOTE: Do not include other endorsements and/or letters of recommendation.**

(5) **Combination (military/civilian) Resume**: It is imperative applicants submit a resume that contains both military and civilian experience and education. Provide office addresses, phone numbers, and a routinely checked e-mail address. The resume cannot exceed 3 pages.

(6) **Officer Performance Reports (OPRs)**: Submit last three as of 1 October 2011. Submit documentation of any gaps between OPRs or pending reports awaiting closeout. To reduce Personally Identifiable Information (PII), applicants should blacken out their SSN prior to submission.

(7) **vMPF Records Review**: In order to remove and reduce transmission of Privacy Act or Personally Identifiable Information (PII), NGB/A1DL will not accept a vMPF or any similar RIP. Applicants should review their personal information on vMPF and affirm on the IDE/SDE/ASG Application Form that all information is current and correct.

Applicants should submit source documents for information omitted on their personnel record which cannot be corrected prior to package submission.

NGB/A1DL will provide the selection board with a SURF Report for each member. The SURF Report is similar to the vMPF, derived from information within MILPDS that is available to NGB/A1DL on all ANG members.

(8) **ANG Fitness Assessment**: Only passing results valid through 31 October 2011 will be accepted. Selectees must be ready to participate in the fitness program specified by the college, and comply with Air Force standards set forth in AFI 36-2905, *Fitness Program*.

(9) **Service Agreement**: Attendance incurs a three year service commitment from graduation IAW ANGI 36-2301, *Professional Military Education*, Table 1, Note 2. Applicants will complete and submit form [NGB 1212, 20090909 Version](#) to indicate the member agrees to be retained if selected.

(10) **Security Clearance**: Letter of verification from Unit Security Manager (Do not submit copy of JCAVS document).

(11) **ASG Applicants Only**: Applicants must complete a School of Advanced Air Space Studies (SAASS) Application for Admission Class XXII- Academic Year 2012-2013. For questions about SAASS (or ASG) and to receive the SAASS (or ASG) application essay contact Lt Col Woodworth at (334) 953-5310, DSN 493-5310, david.woodworth@maxwell.af.mil.

SUBMISSION PROCESS:

E-mail packages to: NGB/A1DL at ANGRC.A1DL@ANG.AF.MIL. The selection board will not consider applications received after **WEDNESDAY, 12 OCTOBER 2011**.

- **Only electronic packages in one PDF file will be accepted**. Do not submit multiple PDF or other file versions. Only the TAG Stratification Letter should be submitted separately.
- To ensure a complete package prior to submission, utilize the checklist included on the IDE/SDE/ASG Application Form.
- E-mail networks may limit file/attachments size to no larger than 5MB. Submitter is responsible for ensuring application is transmitted successfully.
- Recommend senders request a read receipt of the applicant's package when submitting application by email.
- NGB/A1DL will review each submitted package to ensure it is complete and send a reply email as receipt once the package has been reviewed.

SELECTION PROCESS:

- IAW ANGI 36-2301, Paragraphs 4.4 and 4.6: The Review Board will convene in the first quarter of FY 2012, and forward the recommendations to the Director, Air National Guard for approval and announcement of selected applicants.
- A selected officer must, within 30 days of notification, either accept, request to defer, or withdraw (decline) the selection.
 - **Acceptance** – Selectee must send confirmation of acceptance via e-mail to ANGRC.A1DL@ANG.AF.MIL.

- **Deferrals and declinations - Refer to ANGI 36-2301 ANGGM1, dated 4 January 2011, for deferral/declination policy.** A deferring/declining member must provide NGB/A1DL a written request containing evidence of humanitarian or mission-impacting conditions requiring deferral or declination. The request must be endorsed by the member's Wing Commander and TAG.
 - Routed emails with official signature blocks to ANGRC.A1DL@ANG.AF.MIL will be accepted.
 - Requests for deferral or declinations received by NGB/A1DL without proper endorsements will be returned to the state without action.
 - **NOTE:** An approved deferral automatically holds a seat for the individual for the following academic year (AY 2013/2014) only at the school for which the member was originally selected.

PACKAGES MUST BE RECEIVED BY NGB/A1DL NLT WEDNESDAY, 12 OCTOBER 2011.

POINTS OF CONTACT:

MSgt Michael Caracoglia, NGB/A1DL, (240) 612-8678, DSN 612-8678 or CMSgt Jeanne Iorio, NGB/A1DL, (240) 612-8331 DSN 612-8331. Email ANGRC.A1DL@ANG.AF.MIL.