

The Air National Guard Airman Learning Branch (NGB/A1DL) is now accepting application packages for the **Air Reserve Component Seminar (ARCS) for Air Command and Staff College (ARCS-ACSC) and Air War College (ARCS-AWC) for 13 - 24 June 2011 at Maxwell AFB, Montgomery, AL.**

The ARCS program focuses on assisting ANG officers to complete their PME via distance learning through a coordinated student led seminar with scheduled study and testing. The courses use current distance learning course materials.

ARCS-ACSC is a two year, bi-phase course.

ARCS-AWC is a three-year, tri-phase course.

Note: ARCS-AWC selectees will be required to complete their elective prior to attending the first ARCS phase in June of 2011. Elective completion prior to attendance is a requirement of AWC, and not the ARCS program. This requirement is not waivable.

Both courses are conducted simultaneously for two weeks of each phase at Maxwell AFB, Alabama in June of each year. With each course, members are expected to complete certain curriculum at home station between phases. More information about the program can be found using the following links:

ARCS-ACSC: http://www.au.af.mil/au/acsc/air_reserve.asp

ARCS-AWC: <http://www.au.af.mil/au/awc/dl/17/Resources/ARCS/ARCS.htm>.

ANG Learning Branch Community of Practice (CoP):

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-ED-AN-12%20>

ARCS-ACSC and ARCS-AWC are non-resident programs with the seminar portion being unit funded. Selected members are required to be enrolled in their respective distance learning course prior to seminar attendance. We encourage supervisors and commanders at all levels to review their officer force and target qualified members for ARCS-ACSC and ARCS-AWC attendance.

APPLICATION SUSPENSE DATES:

All Application packages must be electronically scanned and emailed to NGB/A1DL no later than (NLT) 31 Jan 2011. NGB/A1DL will not consider packages received after the suspense date.

NOMINATION CRITERIA:

Applicant eligibility is IAW ANGI 36-2301, Section B, Para. 5 *Nonresident Programs*.

Application package must include the following items:

- (1) **Applicant Letter of Intent-** The letter (limited to one page) must state how attending the respective ARCS will assist the member in completing the distance learning course as well as enhance skills and career goals.
- (2) **ARCS Application Form-** Complete requested information and Commander's concurrence, statement of funding, and signature block.

- (3) **vMPF Record Review RIP**- Submit all pages. Applicants should insure their records review RIP contains the most up-to-date information. Submission of vMPF dated before December 15, 2010 will not be accepted.
- (4) **Current Fitness Assessment**-Must reflect a passing score IAW AFI 36-2905. Fitness Assessment must be current as of January 31, 2011.

Do not include other endorsements and/or letters of recommendation. If other endorsements and letters of recommendation are included they will be removed from the package. NGB/A1DL will not consider applications received after the suspense date or without mandatory items and proper endorsements.

ELECTRONIC MAILING INSTRUCTIONS AND ADDRESS:

Electronic application packages should be in an Adobe PDF format and be no larger than 5MB. Electronic packages are to be emailed to opme@ang.af.mil

SELECTION AND NOTIFICATION PROCESS:

- (1) A confirmation of receipt will be sent to the application submitter in the form of an email reply from NGB/A1DL. Confirmation does not guarantee the applicant's placement in the seminar.
- (2) If the number of applications exceeds allocations, a selection board will be convened at the discretion of NGB/A1DL.
- (3) Selection notification will be direct notification to selected members by the ANG Advisor, ARCS Coordinator. NGB/A1DL will notify alternates (if applicable) via email. A general announcement of selectees and alternates will be posted on the [ANG Learning Branch](#) CoP and emailed, at a minimum, to all ANG Force Support Squadrons.
- (4) **Training Line Numbers (TLNs) will not be issued.** Member must be in a military status to attend. Travel arrangements and order processing are at the discretion of the member and their unit.

DECLINATION PROCEDURES:

- (1) Member will have 30 days to decline their attendance, in writing, to NGB/A1DL.
 - (a) Applicant may decline selection via letter or email communication. Declination must be coordinated through Wing CC or equivalent and provide justification of declination (i.e., mission related, emergency, etc.).
 - (b) FSS Force Development Office must immediately notify NGB/A1DL of member's intent to decline. This will allow for timely reallocation of school quotas and notification of alternates.

ADDITIONAL INFORMATION:

Direct questions regarding this message to MSgt Michael Caracoglia, DSN 278-8678, Comm: (301) 836-8678, or email Michael.caracoglia@ang.af.mil . Alternate contact is Lt Col David A. "Tony" Schlagel, DSN 278-8692, Comm: (301) 836-8692 or email David.schlagel@ang.af.mil.