

AIR NATIONAL GUARD
FISCAL YEAR 2014 (FY14)
AIR FORCE SENIOR NONCOMMISSIONED OFFICER ACADEMY
AND
SISTER SERVICE SENIOR NONCOMMISSIONED OFFICER ACADEMY
APPLICATION ANNOUNCEMENT



The Air National Guard Training & Development Division (NGB/HRT) is now accepting applications for FY14 Air Force Senior Noncommissioned Officer Academy (AFSNCOA) and Sister Service Senior Noncommissioned Officer Academy (SSSNCOA). These programs allow eligible senior noncommissioned officers to complete SNCOA via resident attendance.

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1. APPLICATION DEADLINE: Application packages must be received by NGB/HRT no later than (NLT) 30 May 2013. Packages received after this date will not be considered.

2. AUTHORITY:

- A. AFI 36-2301, *Developmental Education*, dtd 16 July 2010.
- B. ANGI 36-2301, *Professional Military Education*, dtd 1 January 2007.
- C. AFI 36-2905, *Fitness Program*, dtd 1 January 2010 and subsequent guidance memorandums.
- D. AFDD1-1, *Leadership and Force Development*, dtd 8 November 2011.

3. SISTER SERVICE SENIOR NONCOMMISSIONED OFFICER ACADEMY (SSSNCOA):

A. SSSNCOA OPPORTUNITIES: **Please note attendance at a SSSNCOA does not award CCAF credits.**

1. US ARMY SERGEANTS MAJOR ACADEMY (USASMA)

Location: Fort Bliss, Texas
Number of Academic Days: 192 Days
Course Number: L5AZA8F090 000
Eligibility Criteria: Must be a SMSgt (E-8)
US Army Sergeants Major Academy Web Site:
<https://usasma.bliss.army.mil/site/default.asp>

NOTE: This course requires a Permanent Change of Station (PCS)

2. US NAVY SENIOR ENLISTED ACADEMY(USNSEA)

Location: Newport, Rhode Island
Number of Academic Days: 64 Days
Course Number: USNSEA 100
Eligibility Criteria: Must be a SMSgt (E-8)
US Navy Senior Enlisted Academy Brochure:
<http://www.usnwc.edu/SeniorEnlistedAcademy/>

3. US COAST GUARD CHIEF PETTY OFFICER ACADEMY(CGPOA)

Location: Petaluma, California
Number of Calendar Days: 32 Days
Course Number: USNSEA (CG) 100
Eligibility Criteria: Must be a MSgt (E-7)
US Coast Guard Chief Petty Officer Academy Web Site:
<http://www.uscg.mil/hq/cg1/TracenPetaluma/CPOA/default.asp>

4. US MARINE CORPS STAFF NCO ACADEMY ADVANCE COURSE(USMCSNCOA)

Locations: Quantico, Virginia (OR)
Camp Lejeune, North Carolina
Number of Academic Days: 37 Days
Course Number: USMC SNCOA 100
Eligibility Criteria: Must be a MSgt (E-7)
Marine Corps Staff NCO Academy Web Site: (.mil access only)
<https://www.intranet.tecom.usmc.mil/sites/epme/sncoa/default.aspx>

4. ELIGIBILITY AND FITNESS REQUIREMENTS:

- A. Must be a MSgt (E-7) or SMSgt (E-8).
- B. Must possess a 7 skill level in Primary AFSC (PAFSC).
- C. Must have a passing fitness assessment score at the time of application and throughout the duration of the program.
- D. Must be prepared to participate in the Air Force Fit to Fight (FTF) Program or applicable sister service fitness program to the fullest extent possible while attending AFSNCOA or SSSNCOA. Please refer to AFI 36-2905, *Fitness Program*. Member must hand carry a copy of current passing fitness assessment results when reporting to the SNCOA.
- E. Additional SSSNCOA Eligibility Requirements:
 - 1. All nominees requesting a SSSNCOA course must have completed the AFSNCOA Correspondence Course (Course 00012 or Course 00014) and completion must be reflected on the nominee's Virtual MPF (vMPF) RIP.
 - 2. All nominees requesting a SSSNCOA course must have completed the Senior Enlisted Joint Professional Military Education (SEJPME) online course and completion must be reflected on the nominee's vMPF RIP. Course is available through Joint Forces Staff College at:
http://www.jfsc.ndu.edu/schools_programs/se_jpme/enroll_new.asp
 - 3. Nominees requesting a SSSNCOA course may not have any fitness exemptions on their fitness assessment at the time of application or at the time of attendance.
 - 4. Members may not attend a SSSNCOA course while on a profile.
 - 5. Members must meet the eligible rank criteria at the time of application to be considered for the appropriate SSSNCOA Course.
 - 6. Nominees requesting to be considered for the US Army Sergeants Major Academy (USASMA) must submit a separate memorandum with the endorsements of the Wing Commander or equivalent through The Adjutant General (TAG) or equivalent, acknowledging that the member is requesting to be considered for the USASMA and a permanent change of station will be required for attendance. Failure to submit this memorandum will disqualify the nominee from consideration for this course.

NOTE: If EPME Next begins in FY 14 anyone selected for AFSNCOA must have completed AFSNCOA Correspondence prior to the submission of their

package. Completion of AFSNCOA Correspondence must be reflected on the member's vMPF Rip.

5. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

A. FY14 AFSNCOA and SSSNCOA Application Worksheet (Attached)

B. Letter of Intent:

1. Should be no more than 1 page, written and signed by the applicant
2. Should outline how the completion of or attendance at the AFSNCOA or SSSNCOA will benefit the individual, Wing, State and Mission.
3. Should attempt to incorporate the three major institutional competencies found in AFDD1-1 dtd 8 November 2011. These competencies are:
 - a. Personal Competency
 - b. Leading People / Teams
 - c. Organizational Competency
4. Should include both military and civilian experience, if applicable.
5. Should follow the "Personnel Letter" format found in AFH 33-337, The Tongue and Quill, 1 August 2004, Page 167.
6. Should be addressed to the individual's State Command Chief or Statutory Tour Command Chief, as appropriate.

C. AF IMT 1206, Nomination for Award (front page only):

1. Should not exceed 30 lines to include topic headers.
2. Should be completed by the applicant's first line supervisor.
3. Must address the following subjects covering the last three years of service:
 - a. Military Job Performance
 - b. Demonstrated Self Improvement
 - c. Base / Community Involvement

D. Nomination Letters:

1. Only nomination letters from the member's State Command Chief or Statutory Tour Command Chief will be accepted.
2. State and Territories may have processes that require the internal routing through the Wings and the State JFHQs. These internal processes should continue to be used to ensure coordination at all levels.

E. Copy of current fitness assessment results with passing score (current as of date of submission).

F. Virtual MPF (vMPF) Record Review RIP (Current within 60 days of date of submission):

1. vMPF RIP should reflect the most accurate and up to date information.
2. It is the responsibility of the member to have updated any incorrect and/or missing data on the vMPF RIP, as such errors may affect the applicant's overall score.

G. Member stratification/endorsement memorandum from State Command Chief or Statutory Tour Command Chief.

6. PROCESSING INSTRUCTIONS:

A. **Wing / State Level:** The processing of field applications should follow established Wing / State level procedures for approval. At minimum, this should include routing through:

1. Supervisor
2. Member command chain (Unit/Sq/Gp/Wing)
3. FSS Force Development Superintendent (FSS/FSD) to verify completeness of application packages
4. Wing Command Chief Master Sergeant (Wing CCM)
5. State Command Chief Master Sergeant (State CCM) for endorsement/stratification

B. **Statutory Tour:** Processing of application packages for Statutory (Stat) Tour members should adhere to any specific directorate / organizational procedures. At minimum, this must include routing through the member's Supervisor, Superintendent, and A-Staff Director (or equivalent). Application package must include a completed ANG Statutory Tour Formal Training Request Worksheet. Directorates (or equivalent) must submit packages to NGB/HRT Training at angrc.training@ang.af.mil for approval and stratification by the Statutory Tour Command Chief.

7. SUBMISSION PROCESS:

A. Electronically load completed application package to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than (NLT) **30 May 13**. AMRDEC is an Army File Exchange Website used often to send encrypted files or those larger than may be efficiently sent through email systems. It permits users to securely upload files, such as application packages, and send an email to the intended recipient advising them that a file or package has been loaded for their access and providing them a link to access the file. Only the posting member and the owner of the identified email address can obtain access.

B. When submitting a package to AMRDEC, please use the following email address in the "Recipient Information" section. This will provide NGB/HRT access to your file: ang.forcedevelopment@ang.af.mil.

C. Please use the following naming structure for your application submission:
"2014-507 – SNCOA Last, Name, First Name, Rank – State Abbreviation"
Example: 2014-507 - SNCOA Doe, John, Lt Col – MI

D. Applications must be submitted to AMRDEC in one (1) single PDF package and made available to NGB/HRT no later than 0000 EST on **30 May 13**. Packages not received as a single PDF file will be returned without review.

- E. Applications received prior to close out will be reviewed for completeness. Please ensure you review your application thoroughly.
- F. Incomplete packages or packages not meeting mandatory criteria received after the close out date indicated above will NOT be considered.
- G. Applicants may check the HR database located at <https://airguard.ang.af.mil/om/vacancy> to see if their application has been received and loaded. Allow our office TEN DAYS to update the database.

8. SELECTION PANEL PROCESS:

A. Selection Criteria: Panel scoring is based on a wide range of criteria, including awards and decorations, completion of the AF SNCOA correspondence course, completion of SEJPME, academic degrees, the member's letter of intent, the information included on the member's AF IMT 1206, and stratification provided by the member's State or Statutory Tour Command Chief. It is the responsibility of the member to have updated any incorrect and/or missing data on the vMPF RIP; as such errors may affect the applicant's overall score.

B. Selection Process: In accordance with ANGI 36-2301, NGB/HRT will convene a diverse selection panel that will evaluate applications based on the criteria above, and provide a merit listing for consideration by the Director, Air National Guard.

C. Selection Notification: The Director, Air National Guard will publish final selections of all primary and alternate selectees.

9. FY14 AFSNCOA AND SSSNCOA CLASS SCHEDULE (DATES SUBJECT TO CHANGE):

A. AFSNCOA:

<u>Class ID</u>	<u>Expected Start Date</u>
2014-A:	Oct 2013
2014-B:	Jan 2014
2014-C:	Mar 2014
2014-D:	Jun 2014
2014-E:	Aug 2014

B. SSSNCOA: Selectees for the SSSNCOA will be matched to courses similar to their preferred dates for AFSNCOA.

10. ADDITIONAL INFORMATION:

A. AFSNCOA information is available at the following link:
<http://www.au.af.mil/au/cepme/sncoa/>

B. Direct questions concerning AFSNCOA or SSSNCOA application procedures to ang.forceddevelopment@ang.af.mil or MSgt Elizabeth Shapiro, Comm: 240-612-8676, DSN: 612-8676, elizabeth.shapiro@ang.af.mil.

Tips for Developing an Effective SNCOA Application Package

- Ensure the Letter of Intent (LOI) is written to the specifications of the announcement, and addresses the Institutional Competencies
- Ensure LOIs are unique – do not use the same verbiage in multiple LOIs (we have received the same letter, or letters using the same verbiage, from multiple applicants within a state/unit)
- Ensure LOIs illustrate the member’s accomplishments over the past three years and how those experiences tie into the Institutional Competencies - Letters should not be written as a resume
- Do not include self-serving comments such as “for future promotion”
- Ensure LOIs are properly formatted on the proper letterhead, as illustrated in the Tongue and Quill
- Invest appropriate time and thought into LOIs, as they contribute up to 25 points toward applicant’s score
- Write using action/impact/results on IMT Form 1206--- it is not a job description
- Like the LOIs, ensure IMT Form 1206 bullets are unique to the individual - not a copy of that used for another applicant
- Ensure IMT Form 1206 is completed by the applicant’s supervisor – they should be written in the second person without the use of the word “I”
- Ensure acronyms are spelled out or defined within the document
- Ensure deployments referenced occurred during the last 3 years
- Avoid common errors found on IMT Form 1206:
 - Ensure bullet format
 - Ensure correct spelling
 - Ensure use of appropriate headers
 - Ensure document does not read like a job description
 - Ensure action and impact of the action are properly explained
- Ensure CCAF degrees noted on form are properly updated in MILPDS (MILPDS is the only source document for education)
- Qualification training required to perform duties is not considered self-improvement and should not be included as such
- State or Statutory Tour Command Chief must endorse all packages for consideration
- Ensure all appropriate criterion are included – each year, a significant number of non-selected members later admit they had failed to ensure their records properly reflected all of their accomplishments