

Air National Guard

CY2023 Enlisted Development Opportunities

Application Worksheet

Category:	State:	<small>*Select the state of your wing/home unit</small>
Cycle:	Wing:	<small>*Stat Tour: enter your directorate</small>
Last Name:	Unit:	<small>*Stat Tour: enter your office symbol</small>
First Name:	Cell Phone:	
Middle Name:	Office Phone:	
SSN:	Mil Email:	
Rank:	DOR:	Personal Email:
<small>*ADOS, select your actual status (DSG, tech, etc.)*</small> Status:	Base Trng Manager Org Box:	
PAFSC:	2AFSC:	3AFSC:
Duty Title:	JFHQ POC-Rank/Name:	
	JFHQ Phone:	

Have you had any referral evals or ADCON?

JFHQ Email:

Highest PME Completed:

Are you assigned or projected to a Joint Position?

Highest Civ Degree:

SPP/NATO Country:

Deployments:

Courses Requested: Applicants ***MUST*** review the CY23 Enlisted Development Portfolio to ensure qualification as some programs have unique requirements.

MSgt - SMSgt

CMSgt

I certify, to the best of my knowledge and belief, that all of the information provided on this application is accurate and complete.

I understand that **although I have prioritized the courses to which I have applied, I am willing to attend any course selected for.**

I understand that any information provided may be investigated at any time, and if falsified, is grounds for rejection and may lead to punishment under the Uniform Code of Military Justice (UCMJ).

I understand the information provided above must be reflected on my vMPF RIP and that the panel will utilize this source documentation when scoring applications.

Applicant Signature

LETTER OF INTENT TEMPLATE

MEMORANDUM FOR DEVELOPMENT PANEL

FROM: Applicant Rank and Name

SUBJECT: Officer/Enlisted Development Opportunity Application for Rank and Name

1. Explain why you would like to be considered for Development Opportunities.
2. Explain how your experience illustrates/demonstrates the [Airman Foundational Competencies](#)
3. Explain how attending a development opportunity would benefit your Wing/State/NGB mission.
4. Indicate if you have any **previous** adverse actions or are **pending** any adverse action.
5. Indicate whether you have any referral evaluations on file.

**Please follow the Tongue and Quill for correct formatting.*

**Limit to one page.*

Signature Block: Applicant

ENDORSEMENT LETTER TEMPLATE

MEMORANDUM FOR DEVELOPMENT PANEL

FROM: **Appropriate Leadership Office Symbol**

SUBJECT: Officer/Enlisted Development Opportunity Application for **Rank and Name**

The paragraphs should include, but are not limited to:

- Why the applicant should be selected for development
- How the member's attendance will benefit the Air National Guard
- How development will enhance skills, career goals and any projected career moves
- Indicate if the member has any adverse action on file or is pending any adverse action
- Indicate whether the member has any referral evaluations on file

**Please follow the Tongue and Quill for correct formatting.*

**Limit to one page.*

Signature Block:

Field member: Wing CC or Designated Rep

Stat Tour: Director or Authorized Rep

FIRST NAME
LAST NAME

Address 
Phone 
Email 



OBJECTIVE

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.



CIVILIAN/MILITARY EDUCATION & CERTIFICATIONS

Degree Title | School

DATES FROM – TO

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

Degree Title | School

DATES FROM – TO

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.



CIVILIAN/MILITARY EXPERIENCE

Job Title | Company

DATES FROM – TO

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep in short.

Job Title | Company

DATES FROM – TO

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep in short.



LEADERSHIP TRAINING & CAPABILITIES

- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths



CIVILIAN/MILITARY GOALS

Individual development plan to include positions you seek to obtain, education, volunteerism, etc....