

HQ RIO IMA In-Residence EPME Request

(CAO 19 August 2024)

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Instructions: Complete all applicable sections on this request and forward to commander for approval. Request must be typed. Digital or wet signatures are required.

Eligibility Requirements:

Airman Leadership School (ALS): Must be a SrA or SSgt; 24 months retainability; See Notes 1 - 4.

Noncommissioned Officer Academy (NCOA): Must be a TSgt; 24 months retainability; See Notes 1-3.

Senior Noncommissioned Officer Academy (SNCOA): Must be a MSgt or SMSgt; 24 months retainability; See Notes 1-3.

Chief Leadership Course (CLC): Must be a CMSgt or SMSgt on current E-8 KPL; Completed SNCOA; 24 months retainability; See Notes 1-3, and 5-6.

Chief Orientation Course (COC): Must be a SMSgt selected for an E-9 position; Completed SNCOA; 12 months retainability; See Notes 1-3, and 6.

Notes:

1. Must have current fitness test and remain current through class completion.
2. If the member is on a profile, follow fitness requirement policy.
3. PME is centrally funded except for Civilian and AGR status, which are unit funded.
4. SSgts from sisters services must attend ALS (or accomplish DL) unless they enter AFR as an SSgt with more than 9 years TIS; if that is the case, then they do not have complete ALS.
5. There is a two-week DL prior to in-residence start date.
6. More information can be found at: <https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx?isdlg=1>

SECTION 1: (STUDENT INFORMATION):

NAME (Last, First MI)					ETS	
SSN		RANK		DOR		
HOME UNIT, BASE			FITNESS SCORE		FITNESS DATE	
EMAIL			ATTENDANCE STATUS			

The following blocks are only required for the Chief Orientation Course and Chief Leadership Course:

SNCOA GRAD DATE		CCAF degree or equivalent completed	
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SECTION 2 (COURSE SELECTION): Select course and provide class dates you are available to attend. Coordinate with UTM, Detachment R&T and reference ETCA for available class dates. If applicable, choose a location closest to your HOR.

COURSE					
1 st CHOICE		2 nd CHOICE		3 rd CHOICE	

SECTION 3 (COORDINATION): Please sign and forward to the next appropriate office.

MEMBER (IMA)					Date:
RegAF UNIT COMMANDER		Concur			Date:
		Non Concur (return to applicant)			
RegAF UNIT TRAINING MANAGER					Date:
RIO DET READINESS & TRAINING					Date:
RIO DET/SEL					Date:
COURSE REQUEST SUBMITTAL		Approved			Date:
		Disapproved (return to applicant)			

NOTE: For requests being made for CLC, the RIO DET/SEL will coordinate with HQ RIO/CEM for course approval and confirmation outside of this form. Upon approval return to ARPC/DPAT IR Training for continued coordination with RIO DET/R&T & AFRC/AIKO to fill open quota based on member's availability.

Location		Course #		Class #		Start Date		Grad Date	
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