



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

31 October 2024

MEMORANDUM FOR ANG WING COMMANDERS

FROM: AETC/CG
555 E St E
Randolph AFB TX 78150

SUBJECT: Guidance for Ranking Air Reserve Component Seminar Applicants

1. As we prepare for the upcoming application period for the 2025 Air Reserve Component Seminar (ARCS), I want to provide guidance regarding the ranking of applicants from your unit.
2. Considering the competitive nature of the application process, we ask that you assess each candidate based on their qualifications, leadership potential, and ability to bring back valuable insights from this in-person educational opportunity. Your insight will be crucial in ensuring that we select candidates who will make the most of this experience for both them and your unit.
3. The rankings will be used to facilitate the selection process for ARCS slots (36 ACSC & 30 AWC) as follows:
 - a. Available slots will be filled with #1 ranked applicants first. If there are more #1 applicants than available slots, a lottery will be conducted to randomly select from the #1 candidates. If there are more slots than #1 candidates, we will then select from the #2 ranked candidates following the same lottery process.
 - b. All applicants not selected will be placed on a randomized waitlist with #1 ranked candidates above #2 ranked candidates above #3 ranked ...etc.
4. Your support in this process is invaluable, and we appreciate your commitment to fostering leadership development within your unit. Should you have any questions or need more clarification, please reach out to ARCS POC Lt Col Jenn Nash: Jennifer.nash.1@au.af.edu; 334-953-8838.

COLLIN P. COATNEY, Colonel, USAF
ANG Advisor to the Commander, AETC