



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON, DC 20310-0109

REPLY TO
ATTENTION OF

SAFM-PO

S: 30 SEP 16
08 JUN 16

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of the Defense Comptrollership Program (DCP) Class 2018, Syracuse University (SU), and Follow-on Assignments

1. The Defense Comptrollership Program (DCP) is a 14-month course of study delivered in two semesters and two summer sessions addressing Defense Comptroller and Financial Management educational needs. The 60-hour graduate curriculum combines business and public administration theories. Graduates are awarded a Master of Business Administration (MBA) degree and Executive Master of Public Administration (EMPA) degree. DCP is open to GS 9 -13 from all services and career programs. However, GS-14 personnel are welcomed to submit applications for consideration.
2. Civilian applicants for the DCP Class 2018 will possess three (3) years of government financial management experience and a total of five (5) years government service by application due date. Graduated interns are eligible to apply and must have five (5) years of journey level experience by the application due date (in addition to the two (2) year internship requirement.) Priority will be given to those without a master's degree. Applicants with a Master of Business Administration or a Master in Public Administration will not be considered. Applicants with other graduate degrees are eligible to apply but must submit a waiver request demonstrating how their DCP attendance benefits Army.
3. This memorandum provides requirements and procedures for the nomination, selection, attendance and post-training utilization of Army civilian students in the DCP Class of 2018. It supplements guidance in AR 690-950 (Career Management) and the FY 2015 Army Civilian Training, Education and Development System (ACTEDS) Catalog. Program details and application instructions are at Attachment 1, and selection criteria and forms for Army nomination packages are at Attachment 2. Careerist selected for DCP will apply to Syracuse University only after receiving formal notification of selection. DCP starts in MAY 17 and concludes in AUG 18. Nominations are due 30 SEP 16.
4. The selection board will convene NLT 28 Oct 16 and results released by 16 DEC 16; selectees will be placed in follow-on jobs ("operational assignments") prior to attending the DCP Class of 2018. Candidates must take the Graduate Management Admission Test (GMAT) and receive formal test results prior to the application deadline. GMAT scores are valid for five years, and a test score of 500 or greater is required. Graduate Record Examination (GRE) scores will also be accepted. Your GRE score must be equivalent to the required 500 or greater GMAT score.
5. Assignments to long-term training are on a TDY basis. TDY begins in MAY 16 and concludes the day after DCP graduation in AUG 18. For more information, please call DSN 225-7655, (703) 695-7655 or e-mail usarmy.pentagon.hqda-asa-fm.mbx.proponency@mail.mil.

Attachments as

SANDERS,GREGORY.EARL.
1109012234

Gregory E. Sanders
Colonel, FI
Chief (Int), Comptroller Proponency Office

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U.S. Army Europe Command, G8
U.S. Army Financial Management Command
1st Theater Sustainment Command, G8
8th Theater Sustainment Command, G8
21st Theater Sustainment Command, G8
1st Armored Division, G8
1st Cavalry Division, G8
1st Infantry Division, G8
2d Infantry Division, G8
3rd Infantry Division, G8
4th Infantry Division, G8
10th Mountain Division, G8
25th Infantry Division, G8
82d Armored Division, G8
101st Airborne Division, G8
18TH Financial Management Support Center
175TH Financial Management Support Center

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266TH Financial Management Support Center
Training Support Battalion Fort Jackson, SC
4TH Financial Management Support Unit
9TH Financial Management Support Unit
15TH Financial Management Support Unit
18TH Financial Management Support Unit
24TH Financial Management Support Unit
33D Financial Management Support Unit
82D Financial Management Support Unit
101st Financial Management Support Unit
106TH Financial Management Support Unit
125TH Financial Management Support Unit
176TH Financial Management Support Unit
230TH Financial Management Support Unit

**OFFICE, ASSISTANT SECRETARY OF THE ARMY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
COMPTROLLER PROPONENCY OFFICE**



**DEFENSE COMPTROLLERSHIP PROGRAM (DCP)
CLASS OF 2018 ANNOUNCEMENT**

Due Date: 30 SEP 16

GROW PEOPLE!

Please Send Comments To:

Assistant Secretary of the Army (Financial Management and Comptroller)

ATTN: SAFM-PO, 109 Army Pentagon, Washington, DC 20310-0109

DSN 225-7655 Com 703-695-7655

E-mail: usarmy.pentagon.hqda-asafm.mbx.proponency@mail.mil

APPLICATION, SELECTION AND REASSIGNMENT PROCEDURES

1. **Army Application.** Submit a complete Army nomination by **30 SEP 16** to:

The Proponency Mailbox: usarmy.pentagon.hqda-asafm.mbx.proponency@mail.mil

Proponency DCP Program Manager is: Ms. Annette Washington, Annette.washington.civ@mail.mil, 703-614-4137.

Civilian selection priority will be given to GS 9 – 13 from all services and career programs. However, GS-14 personnel are welcomed to submit applications for consideration.

The Privacy Act Statement information is at Attachment 1. The nomination and selection criteria and forms for the Army nomination package are at Attachment 2. Submit the packet to the Proponency Mailbox and cc Ms. Annette Washington. **Commanders and agency heads should rank candidates in priority order.**

2. **Documents for Syracuse University (SU) Martin J. Whitman School of Management.** Copies of all **college transcripts and GMAT scores must be submitted to the Comptroller Proponency Office.** Candidates should not apply simultaneously to the Syracuse University Martin J. Whitman School of Management and Maxwell School of Citizenship and Public Affairs. Careerists selected for DCP will apply only after receiving formal notification of selection.

3. **Selection.** A board of senior Army resource managers will evaluate Army nominations, interview candidates and provide a selection list to the CP 11 Functional Chief Representative for approval. **Approved candidates will be offered the education program at Syracuse University's Martin J. Whitman School of Management and Maxwell School of Citizenship and Public Affairs with same-grade reassignment to a new position anywhere in the Army, in the same organization (with different responsibilities) or a different organization/location.** Candidates must accept both the long-term training (i.e., DCP) and the new job assignment prior to admittance into the program. Candidates, supervisors and commanders have important roles in identifying, defining and recommending operational assignments in the application process, including completion of the Operational Assignment Form (Attachment 2) and letters of endorsements at all levels.

4. **Reassignment.** Army civilian DCP selectees will be reassigned by **Notification of Personnel Action, SF 50**, to their accepted operational assignments, with an effective report date of ~ 17 May 2017, **before** the Syracuse University Martin J. Whitman School of Management DCP orientation in June. Unless an operational assignment is overseas, **the DCP selectee will in-process at the civilian personnel advisory center (CPAC) servicing the new activity and sign a transportation agreement extending one year-beyond DCP graduation.** Prior to reporting to Syracuse University, the new DCP student will sign an agreement committing to continue DoD employment upon graduation for three times the length of the training (i.e., 42 months), and will also sign an agreement covering contingencies in the event of failure to complete DCP. All documents will be on file with the CPAC.

ATTACHMENT 1

PRIVACY ACT STATEMENT

The Privacy Act of 1974 (Public Law 93-579) requires each individual who is asked to volunteer, or is required to furnish personal information, or about whom personal information will be furnished, to be advised of the following:

Authority. Chapter 41, Title 5, United States Code.

Principal Purpose. To provide information to Department of the Army officials for use in assessing personal skills, knowledge and abilities needed to support proposed training assignments and in making selections for post-training assignments for civilian employees.

Routine Users. Information to be furnished by or about civilian employees nominated by employing activity for official assignment to the Defense Comptrollership Program will be used by Department of the Army officials to process approval of proposed assignments.

Mandatory or Voluntary Disclosure and Effect on Employee When Information is Not Provided.

Disclosure by or about a civilian employee of personal information requested for nomination to the Defense Comptrollership Program such as position title, series and grade, annual salary and employment history is mandatory. Nondisclosure of information may prevent Department of the Army officials from giving employees full consideration for resources requested from Department of the Army to support proposed assignments.

ATTACHMENT 2

CRITERIA FOR NOMINATION AND SELECTION

The Whitman School of Management's MBA and Maxwell School's EMPA programs comprise the following courses: Economic Foundations for International Business; Creating Customer Value; Managing the Marketing Mix; Data Analysis in Decision Making; Dispute Resolution for Public Managers; Policy Analysis; IT for Decision Support; Understanding Financial Statements; Opportunity, Recognition and Ideation; Project Management; Mid-Career Seminar: Managerial Leadership; Winter Intercession Elective; Bank Management; Accounting for Managerial Decisions; Operations Management; Supply Chain Management; Competitive Strategy; Corporate Strategy; Financial Markets and Institutions; Fundamentals of Financial Management; Fraud Examination; Seminar in Resource Management; Seminar in Defense Comptrollership and CDFM; Global Entrepreneurial Management and a Master's Project.

The two seminars in Defense Comptrollership link academic experience with students' own practical exposure to field resource management in the dynamic Defense environment. Graduates are awarded a Master of Business Administration (MBA) degree and Executive Master of Public Administration (EMPA) degree.

University Requirements. A foundation in mathematical and accounting skills and concepts for the DCP's strong quantitative methods focus is expected and is tested upon students' arrival. Additional courses may be required. Candidates should also be conversant in the operation of personal computers and familiar with basic software application packages related to word processing, spreadsheets, graphics and Microsoft Excel. They should also possess a basic understanding of financial accounting principles.

Evaluation Factors. The selection board's evaluation criteria include: career goals, demonstrated breadth of experience, leadership skills, potential for further advancement, and board interview results. Other factors influencing ratings against the criteria are : (1) the individual's demonstrated performance; (2) the career timeliness of this training program and a reasonable expectation that the acquired knowledge and skills will be utilized upon completion of training; (3) the probability of completion of the program, based on the nominee's GMAT/GRE score (500 being the minimum score acceptable to the Syracuse University Martin J. Whitman School of Management), undergraduate grade point average and any actual experience in graduate course work; (4) narrative from the Supervisor on Performance Potential and (5) narrative from the candidate stating why they want to attend DCP and (6) the extent of involvement in self-development activities such as off-duty job-related education/training and participation in related professional organizations.

CIVILIAN APPLICATION PACKET INSTRUCTIONS

Civilian criteria/application packets must include the following items:

- (1) Possess three (3) years government financial management experience and total of five (5) years government service by application due date.
- (2) Graduated intern with five (5) years of journey level experience as of the application due date (in addition to the two (2) year internship requirement) by application due date.
- (3) Completed application and forms for ACTEDS Training.
- (4) Academic transcripts and GMAT results by the application due date.

NOMINATION REQUIREMENTS

Complete packages for the DCP Class of 2018 will be assembled as shown below. **Send one copy of all pages (single-sided) through the ACOM, ASCC or DRU DCSRM to OASA (FM&C) by 30 SEP 16.**

A – Command Endorsements. Strong endorsements from Commands and Senior Resource Management officials (command and/or HQDA) citing recognized work accomplishments are highly desirable. Commanders should also rank-order multiple candidates. Do not submit the same or common letter of recommendation signed by multiple people. Letters of recommendation must be specific to the candidate. **Multiple candidates from same command should be prioritized.**

B – Application and Forms for ACTEDS Training.

Go to the following website: <http://cpol.army.mil/library/train/catalog/ch03cp11.html>

Then click on the third button (Go to the Course Checklist) at the bottom of this page to access the following forms: **Application for ACTEDS Training Opportunities, Supervisor's Validation of Requirement: Utilization Plan, Nominee's Statement of Interest, Functional Review Form, Agreement to Continue in Service, and Request for Central Resource Support Form.**

Note: Numbers 9 and 10 on the ACTEDS application checklist is not required.

Go to the ADT Checklist	Go To The ACTEDS Plan	Go To The Course Checklist
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C – Supervisor's Statement Validation of Requirement. In 500 words or less, describe how the proposed Defense Comptrollership Program will contribute significantly to meeting Army's training requirement and accomplishing goals in the strategic plan of Army. Further, describe how this individual will be best utilized for the new skills and knowledge your employee acquires from this training opportunity in his/her new position, and how this benefits Army. To access form go to http://cpol.army.mil/library/train/catalog/pkt_frcrpd.html

D – Nominee's Statement of Interest. State short and long-term career goals; express desire to attend the DCP, including how it fits in pursuit of career goals; assess how both candidate and Army benefits from DCP; acknowledge AR 690-400 training agreement obligations and willingness to remain in the service of DoD for at least 42 months following DCP graduation; state willingness to abide by the Syracuse University Martin J. Whitman School of Management's rules and regulations; describe professional and personal expectations for the operational assignment; and assess ability to fill the required mobility agreement. The candidate statement form is found at http://cpol.army.mil/library/train/catalog/pkt_frcrpd.html

E – Operational Assignment Form. Candidate will state preferences for work location, job series, and command level. Supervisor will identify and recommend an operational assignment in the same command or agency for the candidate. The form may also be used to describe a command assignment for another DCP candidate. The form is found below (page 9).

F – Functional Review Form. To access form see: http://cpol.army.mil/library/train/catalog/pkt_frcrpd.html
Recommendation of Career Manager must be the senior resource manager in the candidate's command/agency.

G – Supplemental Information. (Includes Supervisory Rating and Endorsements) see http://cpol.army.mil/library/train/catalog/pkt_frcrpd.html

H – CP 11 Resume Forms, Career Employee Record (Date and sign). To access see: <http://asafm.army.mil/Documents/OfficeDocuments/Proponency/tool/docs/resume1.doc>
<http://asafm.army.mil/Documents/OfficeDocuments/Proponency/tool/docs/resume2.doc>

I – College Transcripts. One official copy of undergraduate and graduate transcripts must be sent directly from each school to the Comptroller Proponency Office.

J – GMAT/GRE Score. *Candidates must have taken the GMAT/GRE after JUN 12. A test score of 500 or greater is required for admittance to Syracuse University.* Request the Educational Testing Service (ETS) send the same scores directly to Syracuse University Martin J. Whitman School of Management, (DCP option). Otherwise, arrange with ETS to take the GMAT/GRE no later than Aug 16, with results sent both to the candidate and the school. **GMAT/GRE scores must be submitted with the application to the Comptroller Proponency Office by 30 SEP 16.** Nominees whose GMAT/GRE scores are not available may not be further considered.

K. SF 181, Ethnicity and Race Identification - Available at: <http://www.gsa.gov/portal/forms/download/115962>

Defense Comptrollership Program Class of 2018 - PACKET CHECKLIST

NOTE: The entire packet must be submitted through your chain-of-command.

- _____ **Command Endorsements (memorandum)**
- _____ **Application for ACTEDS Training** http://cpol.army.mil/library/train/catalog/pkt_frcpd.html
- _____ **Supervisor's Statement Validation of Requirement**
http://cpol.army.mil/library/train/catalog/pkt_frcpd.html
- _____ **Nominee's Statement of Interest** http://cpol.army.mil/library/train/catalog/pkt_frcpd.html
- _____ **Functional Review Form** http://cpol.army.mil/library/train/catalog/pkt_frcpd.html
- _____ **Operational Assignment Form (Page 9 of this announcement)**
- _____ **Supplemental Information Form** http://cpol.army.mil/library/train/catalog/pkt_frcpd.html
- _____ **CP 11 Resume Forms, Career Employee Record**
<http://asafm.army.mil/Documents/OfficeDocuments/Proponency/tool/docs//resume1.doc>
<http://asafm.army.mil/Documents/Officedocuments/Proponency/tool/docs//resume2.doc>
- _____ **College Transcripts (one copy sent to the Comptroller Proponency Office)**
- _____ **Last three (3) performance appraisals**
- _____ **GMAT Score (or GRE Equivalent)**
- _____ **SF 181, Ethnicity and Race Identification** <http://www.gsa.gov/portal/forms/download/115962>

MAIL GMAT/GRE and Transcript

OASA (FM&C), SAFM-PO
109 Pentagon, Army, 3E341
Washington DC 20310-0109
Contact Phone: (703) 695-7655

MILITARY APPLICATION PACKET INSTRUCTIONS

1. Military Officer Selection priority will be given to FM Soldiers in the grades of senior Captain - Major. Targeted year groups for the Academic Year (AY) 17-18 DCP are CPTs in YG 2008 and YG 2010, CPT (P)s /MAJs in YG 2006 who will be ILE complete, ILE complete MAJs in YGs 2003-2005. Professional Military Education (PME) attendance will take priority over slating for DCP or other Advanced Civil Schooling (ACS) program. If YG 2007 CPTs are selected, they will be deferred to attend PME (if selected for resident).

2. NCO selection priority will be given to senior SFC, MSG and junior SGM.

3. Application packet requirements:

a. Applicants must have a secret clearance. Military must meet requirements of AR 600-9, The Army Body Composition Program, by providing a copy of current DA 700 (and DA 5500, if required).

b. Military nomination/application packets must include the items below.

- (1) Undergraduate Academic Transcript.
- (2) DA Form 1618 with endorsement from first field grade officer in your chain of command. The field grade may fill out the rater block or provide a separate endorsement that meets the requirements. The officer's signature on this form denotes official Service Statement of Understanding IAW AR 621-1.
- (3) A separate endorsement from another senior leader (MAJ/GS-13 or above) will include a statement of the applicant's abilities, scholarly attitude, initiative and aptitude for the course of study.
- (4) Service Statement of Understanding IAW AR 621-1.
- (5) ORB/ERB.
- (6) Last five OERs/NCOERs.
- (7) GMAT results (500 minimum score).

c. Officer packets will be submitted to the Branch assignments officer, usarmy.knox.hrc.mbx.opmd-fsd-fi-branch@mail.mil (502-613-6196) / DSN 312-983-6196 at:

US ARMY HUMAN RESOURCES COMMAND
ATTN: AHRC-OPMD-FSD (FM Branch)
1600 SPEARHEAD DIVISION AVENUE DEPT #232
FORT KNOX, KY 40122-5202

d. NCO packets will be sent to SFC Vitalia Sanders, vitalia.sanders.mil@mail.mil (502-613-5351) / DSN 312-983-5351 at:

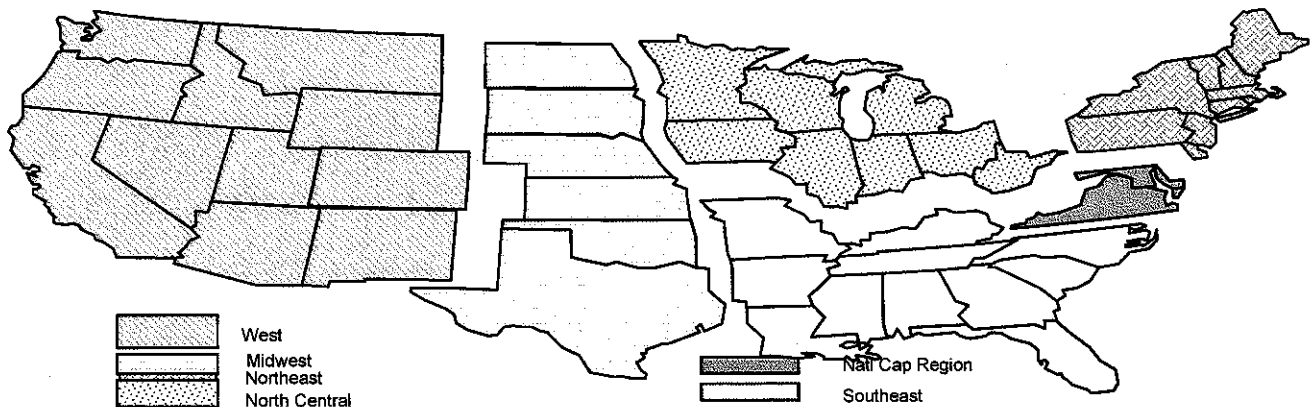
US ARMY HUMAN RESOURCES COMMAND
ATTN: KNOX-EPMD-FSD (SSB)
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122-5202

OPERATIONAL ASSIGNMENT WORKSHEET

1. **(To be completed by the CANDIDATE.)** For post-training operational assignment, please indicate preferences for work location, job series and command level. In each column, rank each choice, starting from most preferred (number 1) to least preferred. Add any comments you feel necessary, and any special needs or desires for the selection board's consideration, in the Nominee's Statement of Interest, Tab B. **Remember, be prepared for anything that may be offered to best meet the needs of the Army.**

<u>WORK LOCATION</u>	<u>JOB SERIES</u>	<u>COMMAND LEVEL</u>
US Northeast	343 (Program	OSD/DoD
Natl Cap	Management)	HQDA Staff
US Southeast	501	Army Command
North Central	510	ASCC
Midwest	511	DRU
West	560	
Other	1515	

DCP OPERATIONAL ASSIGNMENT LOCATION PREFERENCE MAP



2. (To be completed by the SUPERVISOR.) Identify and describe a position in your organization, command or agency that would be made available as an operational assignment, either for this DCP candidate or for another. Specify job series, grade, organizational element, and principal duties of the position, and provide TDA paragraph and line number where available.