



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

S: 31 JUL 2019

SAFM-PO

20 MAR 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cohort 2021 Defense Comptrollership Program Civilian Selectees Attending Syracuse University with Post-Operational Assignments

1. The Defense Comptrollership Program (DCP) is open for application submissions for Cohort 2021. All applications must be received NLT 31 JUL 2019. The DCP is a 14-month course of study delivered in two semesters and two summer sessions addressing Defense Comptrollership and Financial Management (FM) educational needs. The 60-hour graduate curriculum combines business and public administration theories. Graduates obtain a Master of Business Administration (MBA) with concentration in Business Analytics, an Executive Master of Public Administration (EMPA), and one test-based FM, professional credential. The DCP is open to GS 11-13 from all services and career programs. However, GS-14 personnel are welcomed to submit applications for consideration.
2. All DCP Cohort 2021 applicants must possess three (3) years government FM experience and a total of five (5) years government service by application due date. Graduated interns are eligible to apply and must have three (3) years of journey level experience by application due date (in addition to the two (2) year internship requirement). For Career Program 11 (CP-11) Army Civilian Training, Education, and Development System (ACTEDS) funding, all applicants must meet the Competitive Professional Development eligibility requirement of three (3) years permanent, full-time employment as an Army Civilian at the time of application. Priority granted to individuals without a master's degree. Applicants with Masters in Business Administration or Public Administration are ineligible for this program.
3. This memorandum provides requirements and procedures for the nomination, selection, attendance and post-training utilization of Army Civilians considered for the DCP Cohort 2021, and supplemental guidance to AR 690-950 (Career Management). The Privacy Act Statement is at Attachment 1, and criteria for nomination, eligibility requirements and Civilian application packet instructions are at Attachment 2. Nominees selected for the DCP will apply to Syracuse University only after receiving formal notification of selection. A new incentive provides opportunity for applicants to negotiate possible operational assignment placements at current Command but in a different position. However, the overall needs of Army is priority.

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4. The selection board will convene NLT 15 AUG 19, and results released 16 SEP 19; selectees will be placed in post-operational assignments two weeks prior to attending the DCP Cohort 2021. Nominees 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 are also accepted. However, the GRE score must be equivalent to the required 500 or greater GMAT score.

5. Categorization of the type Long-Term Training (LTT) assignment to the DCP is Long-term Temporary Duty (TDY) at the 100% per diem rate. The LTT begins 13 MAY 20 and concludes 31 JUL 21. For more information, please call 703-614-4137/DSN 312-224-4137 or e-mail annette.washington.civ@mail.mil.

Attachments as

DENNIS K. DAVIS
Director, Comptroller Proponency Office

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Syracuse University with Post-Operational Assignments

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1st Infantry Division, G8
2d Infantry Division, G8
3rd Infantry Division, G8
4th Infantry Division, G8
7th Infantry Division, G8
10th Mountain Division, G8
25th Infantry Division, G8
82d Armored Division, G8
101st Airborne Division, G8
18TH Financial Management Support Center
185TH Financial Management Support Center
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

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Syracuse University with Post-Operational Assignments

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106TH Financial Management Support Unit

125TH Financial Management Support Unit

186TH Financial Management Support Unit

230TH Financial Management Support Unit

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Syracuse University with Post-Operational Assignments

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



**DEFENSE COMPTROLLERSHIP PROGRAM (DCP) COHORT 2020
ANNOUNCEMENT**

Due Date: 31 JUL 19

GROW PEOPLE!

Please Send Comments To:

Assistant Secretary of the Army (Financial Management and Comptroller) ATTN:

SAFM-PO, 109 Army Pentagon, 3E341, Washington, DC 20310-0109

Commercial Phone: 703-614-4137/DSN 312-224-4137

E-mail: annette.washington.civ@mail.mil

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APPLICATION, SELECTION AND REASSIGNMENT PROCEDURES

1. Civilian Army Application. Submit complete DCP application packets to addressees listed below NLT 31 JUL 19:

a. Comptroller Proponency Physical Mailing Address. Assistant Secretary of the Army (Financial Management and Comptroller) ATTN: SAFM-PO, (Defense Comptrollership Program), 109 Army Pentagon, 3E341, Washington, DC 20310-0109.

b. Comptroller Proponency Mailbox. Usarmy.pentagon.hqda-asafm.mbx.defense-comptrollership-prog@mail.mil, and copy furnish the DCP Manager.

c. Comptroller Proponency DCP Manager. Ms. Annette Washington, annette.washington.civ@mail.mil, 703-614-4137/DSN 312-224-4137.

2. Documents for the Defense Comptrollership Program. Copies of all official college transcripts and GMAT/GRE scores are due to the Comptroller Proponency Office 31 JUL 19. Candidates will not apply simultaneously to the Syracuse University Martin J. Whitman School of Management or the Maxwell School of Citizenship and Public Affairs. The concurrent receipt of formal notification of selection by the Comptroller Proponency Office with solicitation by the Syracuse University Defense Program requesting information prompts the initial Syracuse University DCP application process.

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

4. Reassignment. Army Civilian DCP selectees are reassigned by Notification of Personnel Action, SF 50, to their accepted operational assignments, with an effective report date of ~April 2020, before the Syracuse University Martin J. Whitman School of Management DCP check-in 13 May 2020. Unless an operational assignment is overseas, the DCP selectee will in process at the Civilian Personnel Advisory Center

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(CPAC) servicing the new activity, and sign a transportation agreement when incurring a Permanent Change of Station (PCS) for an extension of one year beyond the DCP graduation. Prior to reporting to Syracuse University, the new DCP student will sign a Continued Service Agreement committing to continue Army employment upon graduation for a period of service equal to three times the length of the training (e.g., 42 months) to begin upon the employee's return to duty after training completion. The DCP selectee will also sign an agreement covering contingencies in the event of failure to complete the DCP. All documents will be on file with the CPAC.

5. Continuation in Army Service. "If participants of the DCP voluntarily leave the Department of Army to enter service to another DoD Component or other organization in any branch of federal government before completing the period of service agreed to in the document, the individual will reimburse the agency all associated training costs listed in the agreement excluding salary" (Continued Service Agreement).

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Attachment 1

Privacy Act Statement

The Privacy Act of 1974 (Public Law 93-579) requires each individual asked to volunteer, or 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 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

The Whitman School of Management Master of Business Administration (MBA) and the Maxwell School's Executive Master of Public Administration (EMPA) 14-month combined programs comprise the following courses:

Economic Foundation of Business, Economics of International Business, Creating Customer Value, Managing Marketing Mix, Data Analysis, Dispute Resolution for Public Managers, Business Analytics, Policy Analysis, IT for Decision Making, Understanding Financial Statements, Creating Financial Statements, Ideation, Accounting Analytics, Managerial Leadership or MPA Elective, Operations Management, Supply Chain Management, Competitive Strategy, Corporate Strategy, Financial Markets and Institutions, Fundamentals of Financial Management, Accounting for Managerial Decisions, Seminar/Comptrollership and CDFM, MPA Elective, Managerial Leadership or MPA Elective, Financial Analytics, Fraud Examination, Global Entrepreneurial Management (MBA Capstone) and MPA Capstone Project.

University Requirements. A foundation in mathematical and accounting skills and concepts for the DCP's strong quantitative methods focus is expected and tested upon students' arrival. Additional courses may be required. Individuals 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 include: (1) individuals' demonstrated performance; (2) career timeliness of this training program; (3) reasonable expectation that the acquired knowledge and skills will be utilized upon completion of training; (4) the probability of program completion based on the nominee's GMAT/GRE score; (5) undergraduate grade point average; (6) actual experience in graduate course work; (7) narrative from supervisor on performance potential; (8) narrative from the candidate stating why they want to attend the DCP and (9) the extent of involvement in self-development activities (e.g., off-duty job-related education/training and participation in related professional organizations).

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Eligibility Requirements

- (1) Valid Secret Clearance
- (2) Undergraduate Academic Grade Point Average (GPA) 2.5 minimum
- (3) GMAT/GRE Equivalent Score (500)
- (4) Three (3) years federal government financial management experience and total of five (5) years government service by application due date.
- (5) Graduated intern with three (3) years of journey level experience as of the application due date (in addition to the two (2) year internship requirement) by application due date (31 JUL 19).
- (6) To utilize ACTEDS funding, all applicants must meet the Competitive Professional Develop eligibility requirement of three (3) years permanent, full-time employment as an Army Civilian at time of application.

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Civilian Application Packet Instructions

Complete the application packet for the DCP Cohort 2021 as shown below. Commanders and agency heads with more than one submission should rank candidates in priority order. Send one copy of all pages (single-sided) through the ACOM, ASCC or DRU DCSRM to OASA (FM&C) NLT 31 JUL 19. The FCR Competitive Professional (CPD) packet for the DCP comprises the Application for ACTEDS Training, Command Endorsements (not older than one year), Nominee's Statement of Interest, Supervisor's Statement Validation of Requirement Utilization Plan, the Functional Review Form, Continued Service Agreement, Operational Assignment Worksheet, Resume, Office Transcripts, GMAT/GRE Score, performance appraisals, the SF 181 and DD Form 1614. All forms are available at the following hyperlink: <https://www.asafm.army.mil/offices/documents.aspx?category=348>.

NOTE: Assemble forms in the order listed below. Incomplete packets are returned.

_____Application for ACTEDS Training Opportunity

_____Command Endorsements (Memorandum through applicant's chain of command must not be older than one year.)

_____Nominee's Statement of Interest

_____Supervisor's Statement Validation of Requirement Utilization Plan

_____Functional Review Form

_____Continued Service Agreement

_____Operational Assignment Worksheet

_____Resume

_____Official College Transcripts (Copy forwarded directly by school to the Comptroller Proponency Office)

_____GMAT Score (or GRE Equivalent)

_____Last three (3) performance appraisals

_____SF 181, Ethnicity and Race Identification

_____DD Form 1614 with Instructions

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Mail DCP Civilian packet, GMAT/GRE Scores and Official Transcripts:

OASA (FM&C)

ATTN: SAFM-PO (Defense Comptrollership Program Cohort 2021)

109 Army Pentagon, 3E341

Washington DC 20310-0109

Email: usarmy.pentagon.hqda-asa-fm.mbx.defense-comptrollership-prog@mail.mil

(Copy furnish annette.washington.civ@mail.mil)

Military Application Packet Instructions

Military Officer Selection priority is for Active and Active Guard Reserve (AGR) Financial Management (FM) Soldiers in the grades of senior Captain (CPT) – Major (MAJ).

Targeted year groups for the Academic Year (AY) 120-21 DCP are CPTs in YG 2011 and YG 2013, CPT(P)s / MAJs in YG 2009 who will be Intermediate Level Education (ILE) complete, ILE complete MAJs in YGs 2006-2008. Professional Military Education (PME) attendance takes priority over slating for DCP or other Advanced Civil Schooling (ACS) programs. If YG 2010 CPTs are selected, they will be deferred to attend PME (if selected for resident).

Non-Commissioned Officer (NCO) selection priority is for senior Sergeant First Class (SFC), Master Sergeant (MSG) and junior Sergeant Majors (SGMs).

Application packet requirements:

_____ Current DA 700 and DA 5500, if applicable (Must meet requirements of AR 600-9, The Army Body Composition Program.)

_____ DA Form 1618 (with endorsement from first field grade Officer in chain of command; rank/grade should be GS-14 or higher if Civilian or O-5 and above if military. The field grade Officer may fill out the rater block or provide a separate endorsement that meets the requirements. The Officer's signature on this form denotes an official Service Statement of Understanding in accordance with AR 621-1.

_____ Second 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 DCP.

_____ Officer or Enlisted Record Brief

_____ Last five Officer or Non-Commissioned Officer Evaluation Reports

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_____ Not more than 17 years Active Federal Service (AFS) upon entry into the ACS program. (ETP/Waiver required)

_____ Undergraduate Academic Transcript (minimum 2.5 GPA)

_____ GMAT (500 minimum score)

Mail AC Officer DCP packets to the Branch Assignments' Officer,
usarmy.knox.hrc.mbx.opmd-fsd-fi-branch@mail.mil, 502-613-6196/DSN 312-983-6196:

US Army Human Resources Command
ATTN: AHRC-OPMD-FSD (FM Branch – AC AO)
1600 Spearhead Division Avenue Department #232
Fort Knox, KY 40122-5202

Mail AGR Officer DCP packets to the AGR Assignments' Officer,
Scott.d.hoogland.mil@mail.mil, 502-613-6194/DSN 312-983-6194:

US Army Human Resources Command
ATTN: AHRC-OPC-F (FM Branch – AGR AO)
1600 Spearhead Division Avenue
Fort Knox, KY 40122-5202

Mail NCO DCP packets to SFC Jean C. Gonzalez, jean.c.gonzalezcolon.mil@mail.mil,
502-613-5351/DSN 312-983-5351:

US Army Human Resources Command
ATTN: AHRC-EPMD-FSD (SSB)
1600 Spearhead Division Avenue
Fort Knox, KY 40122-5202