



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

SAFM-PO

S: 31 OCT 17
18 AUG 17

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (CHANGE/UPDATE!) Announcement of the Defense Comptrollership Program (DCP) Cohort 2019, Syracuse University (SU), and Follow-on Assignment

1. The Defense Comptrollership Program (DCP) suspense date for applications is now extended to 31 OCT 17. The DCP is a 14-month course of study delivered in two semesters and two summer sessions addressing Defense Comptrollership 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 with a new Concentration in Business Analytics 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. All DCP Cohort 2019 applicants must possess three (3) years 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 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 is granted to those without a master's degree. Applicants with a Master of Business Administration or a Master in Public Administration will not be considered.
3. This memorandum provides requirements and procedures for the nomination, selection, attendance and post-training utilization of Army Civilians considered for the DCP Cohort 2019, and supplemental guidance to AR 690-950 (Career Management). Program details and application instructions are at Attachment 1, and selection criteria, eligibility requirements and forms for Army Civilian nomination packages 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 different positions. However, the overall needs of Army must be met.
4. The selection board will convene in NOV 17, and results released in DEC 17; selectees will be placed in follow-on jobs ("operational assignments") prior to attending the DCP Cohort 2019. 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. Assignment to the DCP is on a long-term TDY basis. The TDY begins in MAY 18 and concludes the day after DCP graduation, 1 AUG 19. For more information, please call DSN 225-7655, (703) 695-7655 or e-mail usarmy.pentagon.hqda-as-fm.mbx.proponency@mail.mil.

Attachments as

FOR: DENNIS K. DAVIS
Director, Comptroller Proponency Office

WASHINGTON.ANNE
TTE.1143253542

Digitally signed by
WASHINGTON.ANNE.1143253542
DN: c=US, o=U.S. Government, ou=OASD, ou=PM,
email=USAJOBS@WASHINGTON.ANNE.1143253542
Date: 2017.08.18 14:32:15 -0400

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2019, Syracuse University (SU), and Follow-on Assignment

DISTRIBUTION:

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U.S. Army Africa/Southern European Task Force
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Eighth Army
U.S. Army Forces Command, G8
U.S. Army Training and Doctrine Command, G8
ARCENT, G8
EIGHTH ARMY, G8
I CORPS, G8
III CORPS, G8
XVIII AIRBORNE CORPS, G8
U.S. Army Pacific Command, G8
U.S. Army Special Operations Command, G8
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
2^d Infantry Division, G8
3rd Infantry Division, G8
4th Infantry Division, G8
7th Infantry Division, G8
10th Mountain Division, G8
25th Infantry Division, G8
82^d Armored Division, G8
101st Airborne Division, G8
18TH Financial Management Support Center
175TH Financial Management Support Center
266TH Financial Management Support Center

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SUBJECT: (Change/Update) Announcement of the Defense Comptrollership Program (DCP) Cohort 2019, Syracuse University (SU), and Follow-on Assignment

DISTRIBUTION: (CONT)

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)
COHORT 2019 ANNOUNCEMENT (CHANGE/UPDATE!)**

Due Date: 31 OCT 17

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-as-fm.mbx.proponency@mail.mil

APPLICATION, SELECTION AND REASSIGNMENT PROCEDURES

1. **Army Application.** Submit a complete Army nomination by **31 OCT 17** 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.

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 NLT 31 OCT 17.** 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 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 ~ 16 May 2018, **before** the Syracuse University Martin J. Whitman School of Management DCP orientation in May. **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 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; Mid-Career Seminar: Managerial Leadership (or PAI elective); Winter Intercession Elective; Operations Management; Supply Chain Management; Competitive Strategy; Corporate Strategy; Financial Markets and Institutions; Fundamentals of Financial Management; Accounting for Managerial Decisions; Seminar in Comptrollership and CDFM; Mid-Career Seminar: Managerial Leadership (or PAI elective); Financial Analytics; Fraud Examination; Global Entrepreneurial Management; and a Master's Project.

Graduates are awarded a Master of Business Administration (MBA) with a Concentration in Business Analytics and Executive Master of Public Administration (EMPA) degrees.

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.

ELIGIBILITY REQUIREMENTS

- (1) Valid Secret Clearance
- (2) Undergraduate Academic GPA (2.5 minimum)
- (3) GMAT/GRE Equivalent Score (500+)
- (4) Three (3) years federal government financial management experience totaling five (5) years federal government service by application due date.
- (5) Graduated interns 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.
- (6) For 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.

CIVILIAN APPLICATION PACKET INSTRUCTIONS

Complete nomination packets for the DCP Class of 2019 as shown below. **Send one copy of all pages (single-sided) through the ACOM, ASCC or DRU DCSRM to OASA (FM&C) NLT 31 OCT 17.**

Access the following website: http://cpol.army.mil/library/train/catalog/pkt_fcrcpd.html for Online Forms: FCR Competitive Professional Development (CPD), which comprises: Application for ACTEDS Training Opportunities, Nominee's Statement of Interest, Supervisor's Validation of Requirement: Utilization Plan, 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 are not required.**

All forms and documents must be completed and forwarded as a singular application packet. The on-line forms (provided below) must be used. Assemble the forms in the order listed. Incomplete DCP application packages will be returned.

1. **__ Application for ACTEDS Training Opportunities - On line**
2. **__ Endorsements through the applicant's chain of command. (Supervisor through MACOM must be attached. 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 nominee.**
3. **__ Nominee's Statement of Interest - On line - 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 and Maxwell School of Citizenship and Public Affairs' rules and regulations; describe professional and personal expectations for the operational assignment; and assess ability to fill the required mobility agreement.**
4. **__ Supervisor's Validation of Requirement: Utilization Plan - In 500 words or less, describe how the proposed DCP will contribute significantly to meeting Army's training requirements and accomplishing goals in the strategic plan of Army. Further, describe how this individual will be best utilized for the new skills and knowledge acquired from this training opportunity in his/her new position, and how this benefits Army.**
5. **__ Functional Review Form - On line - Recommendation of Career Manager must be the senior resource manager in the candidate's command/agency.**
6. **__ Agreement to Continue in Service**
7. **__ Last three (3) Performance Ratings (including annotated Support Forms MUST BE ATTACHED.) If these appraisals are not available, you must include an explanation about any missing appraisals, verified by your supervisor or CPAC, and your "next" most recent appraisals.**
8. **__ Request for Central Resource Support Form - On line. For university programs (part-time or full-time)**
9. **N/A Letter of acceptance from the university - MUST BE ATTACHED.**
10. **N/A Academic Plan - Online.**

SUPPLEMENTAL INFORMATION FORMS

A. ___ 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 the current or new DCP selectee. (DCP selectees will not return to the same job.) The form is found below (page 8).

Note: If the DCP selectee elects to PCS to a new duty station. The Gaining Command funds all PCS costs.

B. ___ CP 11 Resume Forms, Career Employee Record (Date and sign).

C. ___ College Transcripts. One official copy of undergraduate transcripts must be sent directly from each school to the Comptroller Proponency Office.

D. ___ GMAT/GRE Score. Candidates must have taken the GMAT/GRE after JUN 13. 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 with results sent both to the candidate and the school. **GMAT Score (or GRE Equivalent must be submitted with the application to the Comptroller Proponency Office NLT COB 31 OCT 17.** Nominees whose GMAT/GRE scores are not available may not be further considered.

E. ___ SF 181, Ethnicity and Race Identification - Available at: <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) 18-19 DCP are CPTs in YG 2009 and YG 2011, CPT(P)s/MAJs in YG 2007 who will be ILE complete, ILE complete MAJs in YGs 2004-2006. Professional Military Education (PME) attendance will take priority over slating for DCP or other Advanced Civil Schooling (ACS) program. If YG 2008 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 (2.5 minimum GPA).

(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 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 course of study.

(4) ORB/ERB.

(5) Last five OERs/NCOERs.

(6) Expenses incurred for GMAT training are non-reimbursable. The Army Education Center will reimburse expenses for one (1) GMAT.

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:

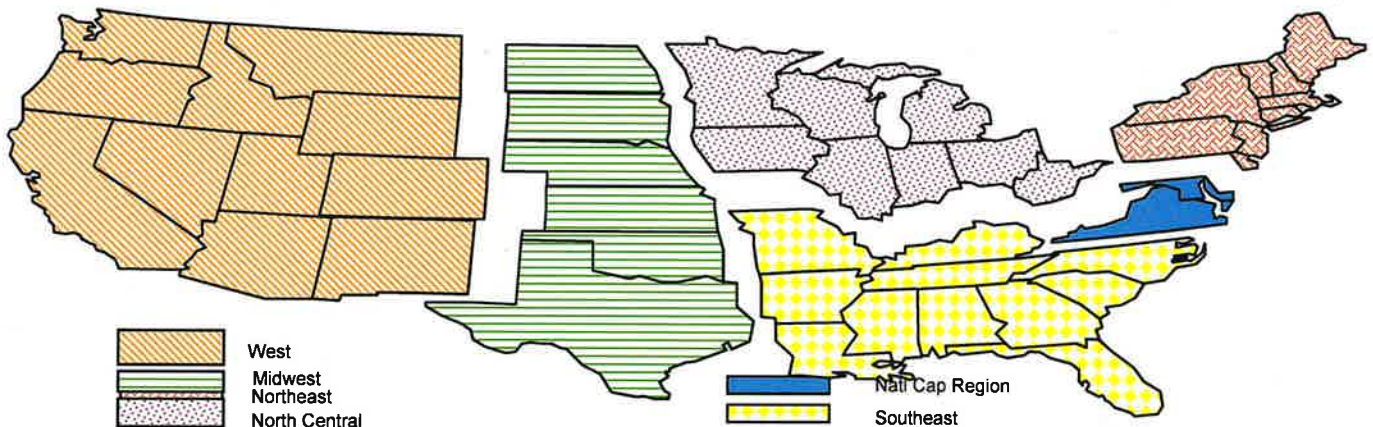
US ARMY HUMAN RESOURCES COMMAND
ATTN: KNOX-EPMD-FSD (SSB)
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122-5202

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 is available as an operational assignment, either for this DCP candidate or another. Specify job series, grade, organizational element, and principal duties of the position, and provide TDA paragraph and line number.