
Army Director, Acquisition Career Management (DACM) Office



Acquisition, Education and Training (AET) Opportunity

**The University of Tennessee (UT) Aerospace & Defense MBA
(ADMBA) Program
Calendar Year 2017 Announcement**

Announcement Opening Date: 26 August 2016

Army DACM Announcement Closing Date: 23 September 2016

Board Review Dates: 13 October 2016

Course Start Date: 15 January 2017

The U.S. Army Acquisition Support Center (USAASC) Army DACM office is pleased to announce the 2017 offering of the UT ADMBA Program. This program offers an opportunity for eligible Army Acquisition Corp members to complete required courses towards a master's degree while continuing to work. The USAASC Army DACM Office is the sponsor of the UT ADMBA Program and will cover tuition, fees and travel costs.

General Program Information

This one year program develops the business and leadership skills of top talent for sponsoring employers. Unlike other options, the ADMBA program also provides sponsoring organizations a program where they can send their own star players to study and learn alongside rising stars from customer and supplier organizations. The ADMBA program provides an opportunity for an organization to put its hand-picked leaders alongside their peers from customer and supplier organizations for an unrivalled growth and networking opportunity. We cannot over emphasize the value of this student-to-student learning and strategic relationship development. Points of interest include:

- Custom MBA curriculum for aerospace and defense professionals
- High-compression learning-earn a degree in one year (Jan-Dec)

- Students attend five, seven-day residence periods (RP) to minimize job/family separation
- Industry Immersion experience, spending the week visiting government and industry employers in a key A&D community to learn from their programs and top people
- Interactive, internet-based, distance-learning “cyber classes” complement on-campus learning and reduce time required in residence by 20%
- One-of-a-kind, 45-credit-hour program (15 hours spring, summer, and fall semester) unrivaled anywhere (total of 45 credit hours)
- Class visits benchmark organizations in key sectors of aerospace and defense
- Free “bonus” certification—earn Lean Sigma Green Belt Certification while completing MBA for no additional cost and little additional effort
- Job-based assignments to deliver on-the-job dividends in real-time
- Networking with peers from the A&D industry is an important part of the program

Program Expenses

The USAASC Army DACM Office is the sponsor of the UT ADMBA Program and will cover tuition costs including lab and technology fees which are considered part of the cost of tuition. Book fees, graduation fees, registration fees, general fees and travel expenses are sponsored by USAASC. This will cover all tuition, fees, books/learning materials and two meals per day. Students will receive breakfast and lunch every day that they are attending the resident class. This includes approximately 2 dinner meals each residence period as well. Students are billeted together at the Four Points Sheraton Cumberland House hotel just off campus. They stay there at government per diem rates based on an arrangement we have with the hotel. Travel to and from resident period and lodging are funded but not included in cost of tuition.

The UT ADMBA Eligibility Requirements

- Must have a bachelor’s degree from a regionally accredited university
- Obtained at least a 2.7 cumulative GPA or a 3.0 GPA in subsequent graduate work
- A strong professional record
- 2 endorsements from a supporting employer
- One of the endorsements must be given from the first General Officer/Senior Executive Service level in your chain-of command

For additional information on the UT ADMBA eligibility requirements, you may contact Ms. Janice Reid, recruiting and Admissions Coordinator at 865-974-0173 or jreid7@utk.edu. Feel free to research the UT ADMBA website at <http://ADMBA.utk.edu>

USAASC Army DACM Office Eligibility Requirements

Applicant must meet **all** of the following requirements:

- GS 14-15 permanent Army acquisition civilians or broadband/pay band equivalent and;
- Must **not** already have a master's degree in an acquisition related field and;
- Be a current Army Acquisition Corps member and;
- Be Level III Defense Acquisition Workforce Improvement Act (DAWIA) certified in their current Army acquisition career field (ACF).

NOTE: Applicants whose current ACF is Purchasing must be level II DAWIA certified. Certification status must be reflected in Section X of the Acquisition Career Record Brief (ACRB)

How to submit an application to the Army DACM Office for Consideration of funding

- Login to CAMP using the following link: <https://rda.altess.army.mil/camp/>
- Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS);
- Once in CAPPMIS, select the "AAPDS" tab;
- Click on "Apply" and the event entitled "The UT ADMBA Program," and
- Follow the instructions within each section identified below and click the "submit" button to submit your application for consideration of funding.

Applications for the USAASC sponsored UT ADMBA Program must be submitted in CAPPMIS/AAPDS by the closing date of **23 September 2016** to be considered for funding. Incomplete applications will be ineligible and will **not** be considered for funding.

The following documents must be submitted and required information must be provided in CAPPMIS/AAPDS. You must verify that all information is correct, upload documents and/or select information from the drop-down menu in specified sections of the application.

- **AET/UT ADMBA Applicant Data:** An accurate work number and valid email address must be entered on your application. You must verify that your email address and your supervisor information are correct by checking the small box next to those two fields.
- **Acquisition Career Record Brief (ACRB):** Ensure your ACRB is accurate prior to submitting your application. Your assignment history, training, education, and certification must match the information on your resume. Your ACRB must

reflect any degrees you have obtained and the name of the school and year your degrees were completed. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMIS. For those areas that cannot be changed by the applicant, the applicant may request assistance in updating their ACRB using the online help request at:

<https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

Remember to check the small box next to the ACRB verification link in the application to verify your ACRB is correct. If this block is not checked, you will receive an error message when you attempt to submit your application.

- **Individual Development Plan (IDP):** To add the 6 UT ADMBA courses to your IDP you must first log into CAPPMIS. Follow the steps below to log into CAPPMIS:
 - ✓ Login at Career Acquisition Management Portal (CAMP) using the following link: <https://rda.altess.army.mil/camp/>;
 - ✓ Click on Career Acquisition Personnel and Position Management Information System (CAPPMIS);
 - ✓ Click on the IDP tab;
 - ✓ Click on “Planning;”
 - ✓ Click on “Add Course” under the “**Education Plan**” section located in the middle of the page

Clicking on “**Add Course**” will take you to the “**Add Course**” screen. Complete the required fields for each class until **all** courses below have been added onto your IDP. Please complete all required fields on the screen using the information below:

- ✓ Course ID: Retrieve Course ID from curriculum below (i.e. BA551)
- ✓ Course Title: Retrieve Course Title from curriculum below (i.e. Business Administration)
- ✓ Projected Start: Retrieve from curriculum below
- ✓ Projected End: Retrieve from curriculum below
- ✓ Status: Select “Planned” from the drop down menu
- ✓ Provider: University of Tennessee
- ✓ Objective: Required Course to complete the UT ADMBA program
- ✓ Point of Contact: Leave blank
- ✓ Continuous Learning Points (CLPs) Requested: Based on the Defense Acquisition Workforce Continuous Learning Policy & Guidance, it is recommended that supervisors credit 15 CLPs per semester hour (45 CLPs per class). <http://www.dau.mil/CLC/Pages/policyguidance.aspx>
- ✓ Course Hours: Leave blank
- ✓ Course Type: Leave blank

- ✓ Estimated Book Cost: Leave blank
- ✓ Estimated Tuition Cost: Leave blank
- ✓ Planned Funding Source: Select “Generic” from the drop down menu
- ✓ Click the “**Save and Finish**” button after each class.
- ✓ Once all courses are listed on your IDP, **request supervisor approval on your CAPP MIS IDP.**
- ✓ To request supervisor approval, check the box next to each classes and click the “Submit for Supervisor Approval” box. [Don’t forget to update your IDP status as “complete” during the 2 year period as you complete classes in order to earn CLP credit.]

Add the following UT ADMBA courses to your IDP:

1st Semester (spring): 11 January – 13 May 2017

- Business Administration 551
- Business Administration 561

2nd Semester (summer): 10 May – 12 August 2017

- Business Administration 552
- Business Administration 562

3rd Semester (fall): 11 Aug – 15 December 2017

- Business Administration 553
- Business Administration 563

Your courses will populate into your USAASC application only if the following have been met:

- ✓ Courses have been approved by your supervisor
- ✓ You have selected “Generic” as the funding source
- ✓ The courses are listed under the “planned/education” section of your IDP
- ✓ Each course is listed as “planned” under status.

Graduation will be the last day of class for the year which is 15 December 2017 in a formal graduation ceremony with other Executive education programs.

- **Senior Rater Potential Evaluation (SRPE): DOCUMENT NEW TO APPLICATION. REQUEST EARLY IN THE APPLICATION PROCESS.**

IMPORTANT: SRPE MUST BE FINALIZED AND SUBMITTED IN CAPP MIS NO LATER THAN THE CLOSING DATE OF THE ANNOUNCEMENT. A COMPLETED SRPE MEANS THAT THE SRPE HAS BEEN SIGNED BY THE APPLICANT, RATER AND SENIOR RATER.

In accordance with Director, Acquisition Career Management (DACM) SRPE Policy and SRPE Guidance, dated 10July2015 found here:

<http://asc.army.mil/web/alt-workforce-policy-procedure/>. The applicant's Senior Rater (SR) is the rater of the employee's rater. The SR must be a supervisor and senior in grade/organizational position to the rated employee.

The SRPE must have an ending date (the "thru" date) no later than one year of the closing date of the announcement. The SRPE must be completed and generated using CAPPMS. Instructions are available in CAPPMS to assist the SR in completing the SRPE. Of particular note, the SR should not use bullet comments, but narrative comments to support the overall rating. Senior Raters should view a SRPE as the equivalent to a "complete the record Officer Evaluation Report", and should provide supporting comments accordingly.

For additional information on the completion of the SRPE and to obtain the new SRPE form (AAC Form 1), log into [CAPPMS](#). Navigate to the SRPE tab after logging into CAPPMS. Applicants should print and retain a signed copy of the completed SRPE for their records. The SRPE will automatically generate from CAPPMS into your application.

- **Command Endorsement:** Your command must endorse your participation in the UT ADMBA by preparing a memorandum in accordance with Army Regulation 25-50 on organizational letterhead. The Command Endorsement must be digitally or physically signed and dated by the completing official. It is recommended that you request the Command Endorsement as soon as possible to ensure completion and submission **prior** to close of the announcement. The Command Endorsement must be from the applicant's first General Officer or Senior Executive Service Civilian in their chain of command, **no exceptions**. Address the Command Endorsement to the Deputy Director of Acquisition Career Management, 9900 Belvoir Road, Fort Belvoir, VA 22060. **Do not mail the command endorsement. It must be uploaded into AAPDS as part of your application.** Do not attempt to upload a document that is password protected or that contains macros. This will cause the process to fail and your application will be considered incomplete. The Command Endorsement is limited to one page and must address the following:
 - ✓ Document the applicant's performance and;
 - ✓ The leadership potential of the individual to assume positions of greater responsibility and;
 - ✓ Identify what benefits the education will provide to the AAC and how the training will be utilized in the command upon return of the selectee to the command and;
 - ✓ Address applicant's experience, training or knowledge in any or all of the following areas:

- Political Savvy
- Interpersonal Skills
- Influencing and Negotiating
- Accountability
- Decision-making
- Problem Solving
- Conflict Management
- Team Building
- Continual Learning

- **Resume:** Copy and paste your resume in this section of your application. The resume is limited to 30,000 characters allowing you to address your current position and three previous positions. Your assignment history, training, education, and certification must match the information on your ACRB. Ensure to address any other positions to highlight your leadership capabilities. Limit each experience entry description to no more than fifteen (15) Lines.
- **Personal Statement of Interest:** Upload your personal statement of interest in this section of your application. In less than one page, please describe your reasons for attending the UT ADMBA Program and the benefits the Army will gain by your acceptance. Clearly articulate goals and career paths and how the UT ADMBA will help you achieve your specific goals.
- **Continue Service Agreement (CSA):** The CSA must be printed, physically or digitally signed, dated, and uploaded in AAPDS. **Enter 15 December 2017 to 14 December 2020** as the period of obligated service. A copy of the CSA can be acquired by clicking http://cpol.army.mil/library/train/catalog/acs_form.pdf. Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

Additional Information and Guidance

- Applicants will be notified by email of the status of their application after final results have been approved by the DACM.
- Please contact Ms. Uhura N. Smith, UT ADMBA Program Manager, at uhura.n.smith.civ@mail.mil or (703) 805-1241 for additional information.