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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 2016 Announcement**

Announcement Opening Date: 15 September 2015

UT Admission Deadline: 14 October 2015

Army DACM Announcement Closing Date: 21 October 2015

Board Review Dates: 26 October – 13 November 2015

**Course Start Date: 17 January 2016**

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The U.S. Army Acquisition Support Center (USAASC) Army DACM office is pleased to announce the 2016 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**

- A bachelor’s degree from a regionally accredited university
- A 2.7 cumulative GPA or a 3.0 GPA in subsequent graduate work
- A strong professional record and 2 endorsements of a supporting employer

### **USAASC Army DACM Office Eligibility Requirements**

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

- GS 14 -15 civilians or broadband/pay band equivalent and;
- Must **not** already have a master’s degree in a business or 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 acquisition career field (ACR). 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 Apply for admissions to the UT ADMBA Program**

Before applying for the UT ADMBA Program, you must be able to secure **two** Command Endorsements from your Command as part of your admissions application. One must be given from the first General Officer/Senior Executive Service level in your chain-of command.

Any interested applicants should go online to the following website to apply through admissions: <http://graduateadmissions.utk.edu/>. Apply, pay the \$60 non-reimbursable application fee and have your transcripts sent to the UT Office of Graduate Admissions, 201 Student Service Bldg., Knoxville, TN 37996-0221. Also, send an email to [jreid7@utk.edu](mailto:jreid7@utk.edu). In the Subject line state: Applying to be selected through Army Acquisition. This will help expedite the process. You can provide “unofficial” copies of your transcripts for now and admissions will “Conditionally” accept you until your “official” transcripts arrives. However, you are encouraged to have get the “official” transcripts if possible.

Please be aware that the essay questions are just to give admissions more information about yourself. The questions are not test questions, therefore do not spend a lot of time on them. Short answers are all that is required.

*For additional information on letters of acceptance or the UT ADMBA curriculum, you may contact Ms. Janice Reid, recruiting and Admissions Coordinator at 865-974-0173 or [jreid7@utk.edu](mailto:jreid7@utk.edu). Feel free to research the UT ADMBA website at <http://ADMBA.utk.edu>*

After you receive your Letter of Acceptance from the UT ADMBA your next step is to begin, complete and submit your application in the Army Acquisition Professional Development system (AAPDS) located within the Career Acquisition Management Portal (CAMP) to be considered for funding. Your application must be completed in accordance with all instructions in this announcement and submitted in AAPDS for consideration of funding.

### **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 (CAPP MIS);
- Once in CAPP MIS, 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 CAPPMS/AAPDS by the closing date of **21 October 2015** 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 CAPPMS/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 CAPPMS. 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 CAPPMS. Follow the steps below to log into CAPPMS:
  - ✓ 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 (CAPPMS);
  - ✓ Click on the IDP tab;
  - ✓ Click on “Planning;”
  - ✓ Click on “Add Course” under the “**Education Plan**” section located in the middle of the page

Add the following UT ADMBA courses to your IDP:

1<sup>st</sup> Semester (spring): 13 January – 10 May 2016

- Business Administration 551
- Business Administration 561

2<sup>nd</sup> Semester (summer): 11 May – 12 September 2016

- Business Administration 552
- Business Administration 562

3<sup>rd</sup> Semester (fall): 13 Aug – 9 December 2016

- Business Administration 553
- Business Administration 563

Your courses will populate into your USAASC application only if the courses (1) have been approved by your supervisor; (2) you have selected AET ADMBA as the funding source; (3) the courses are listed under the “planned/education” section of your IDP, and (4) each course is listed as “planned” under status.

- **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.
- **Conditional Letter of Acceptance:** Applicants must first apply to the UT for admission to the ADMBA program and obtain a letter of acceptance. Applicants must upload the letter of acceptance obtained from the UT in this section. Conditional letters of acceptance are acceptable pending official transcripts. Please confirm with the UT that there are no additional requirements. Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.
- **Continue Service Agreement (CSA):** The CSA must be printed, physically or digitally signed and dated, and uploaded in AAPDS. **Enter 1 January 2017 to 1 January 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](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](mailto:uhura.n.smith.civ@mail.mil) or (703) 805-1241 for additional information.