



ADVANCED MANAGEMENT PROGRAM APPLICATION INFORMATION

The 14-week Advanced Management Program (AMP) prepares middle- and senior-level leaders to leverage information for strategic advantage by educating participants in: policy, planning, performance, process, acquisition, and information assurance. AMP students participate in field studies and complete the strategic leader development curriculum, an integrated graduate-level course of study. While graduates earn the CIO Certificate, some of their coursework may also apply toward additional certificates at the college.

FUTURE AMP OFFERINGS

Academic Year 2009 (tentative dates)

Fall: September 8 – December 11, 2008
Applications due June 2, 2008

Spring: January 7 – April 17, 2009
Applications due October 1, 2008

AMP ELIGIBILITY REQUIREMENTS

Pay Grade or Rank: Federal civilian government employees must be at least GS/GM-13 or equivalent, and military officers must hold at least the grade of O-5. Non-federal students, to include state and local government and private industry employees, must be of an equivalent grade.

Education: All students must possess a bachelor's degree from a regionally accredited institution.

Exceptions: Requests for eligibility waivers are considered for applicants who are within one grade level of the minimum eligible grade or who do not meet the minimum education requirement.

Note: Private industry employees must be sponsored by a government agency. Sponsorship must be demonstrated by a letter submitted at the time of application to the AMP from the sponsoring government agency's contract coordinator indicating the contract number being supported.

APPLICATION INSTRUCTIONS FOR U.S. STUDENTS

Applications should be submitted through agency/organization channels and received at the IRM College prior to the published deadline. Each application must contain a resume, a letter of nomination from the supervisor, and a completed AMP application form. If required, the application must also include an eligibility waiver request (see below). Omission of required information in any letter, form, resume, or waiver request may result in rejection of the application. Application forms submitted without accompanying materials will be held by the IRM College for 10 business days and then be destroyed.

Application Form: The application form must be completed in its entirety, including the 200-word essay, and submitted via email, fax, or postal mail. The application form can be found at:
http://www.ndu.edu/irmc/pcs_amp.htm

Resume: The resume should include a work history that describes the organizations worked for, position titles, responsibilities and accomplishments, and any rewards or recognitions received. If there are gaps in the resume, a short paragraph is needed to explain them.

Nomination Letter: The letter of nomination should be written by the applicant's supervisor and should address the applicant's ability to complete a challenging graduate-level academic program in information resources management. In addition, the letter must indicate why the applicant is being nominated for the AMP and how this program will benefit the nominating organization. Letters must be on organizational or corporate letterhead and be addressed to the IRM College Registrar. The subject line must indicate the student's name, program the student is applying for, and if a waiver is being requested. For example: "Subj: AMP Letter of Nomination, Grade Level Waiver Request for MAJ John Doe." The final signature on all correspondence must belong to the applicant's immediate supervisor.

Eligibility Waiver Requests (if necessary): Eligibility waiver requests are required for all applicants without the requisite education background and/or grade/rank, and may be included in the nomination letter. The subject line and first paragraph of the letter should clearly state that the applicant's supervisor is requesting a waiver of the eligibility criteria. The request must fully describe the applicant's job background, current position, the organization's need for the applicant's participation in the program, and any equivalent experiences or academic credentials that support consideration of the waiver. Eligibility waiver requests not included in the nomination letter must be on organizational or corporate letterhead and be addressed to the IRM College Registrar. The final signature must belong to the most immediate supervisor or Human Resources Officer holding a grade of at least GS/GM-13 or O-5.

APPLICATION SUBMISSION

Applications may be submitted by email, fax, or postal mail. If possible, please email all materials together. All additional application materials including resumes, nomination letters, and eligibility waiver requests (if applicable) must be received by the IRM College within 10 business days of the AMP application, and must be received by the published application deadline. If sending by postal mail, all application materials must be postmarked by the application deadline.

Email: IRMCRegistrar@ndu.edu

Fax: 202-685-4860

Postal Mail: IRMC Registrar, Building 62, Marshall Hall, Fort Lesley J. McNair, Washington, DC, 20319-5066

AMP information, including eligibility and fees, available at http://www.ndu.edu/irmc/ or email Dr. Kathleen Schulin, AMP Director, at schulink@ndu.edu
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APPLICATION INSTRUCTIONS FOR INTERNATIONAL STUDENTS

Non-US citizens who are members of international military agencies must apply through their governments as well as meet all the eligibility requirements and submit all of the application pieces detailed above for U.S. applicants. *International applications submitted without the required forms, letters, and resumes will not be considered for admission.* Applications should be in the form of an education and training request for approval and processing through the appropriate Security Assistance Training Field Activity (SATFA) country program manager, who should forward the request to:

Director Security Assistance Training Field Activity (SATFA)

U.S. Army Training and Doctrine Command (TRADOC)

ATTN: SATFA-RQ

173 Bernard Road, Bldg 139

Fort Monroe, VA 23651-1003

DSN: 680-3255

Commercial: (757) 788-3255

Fax: (757) 788-4142

<http://www-satfa.monroe.army.mil/>

International students must demonstrate English language competency through listening, reading, and general grammar structures via the Defense Language Institute's English Level Comprehension (ELC) Exam administered in the home country prior to acceptance. Because of the seminar-based active-learning model used in this program, oral communication skills are critical. The IRM College reserves the right to administer the exam when the student arrives if English comprehension is in question, per AR 12-15, the Joint Security Assistance Training (JSAT) regulation, Section 10. International students should also possess a basic working knowledge of computers.