ADVANCED MILITARY STUDIES PROGRAM (AMSP) APPLICATION PROCESS

Selection for the **AMSP graduating class of 2026** will be conducted in one group. This is a change from last year's process. A breakout of candidate categories with associated selection milestones are below. Detailed instructions to complete your application are found on pages 1-4. If you have questions, please contact the AMSP Deputy Director, LTC Dan Stuewe at: daniel.r.stuewe.mil@army.mil

Applicant's sub-categories

- US Army Active Component (AC) officers attending Command and General Staff College (CGSC)
- US Army AC officers attending other service Intermediate Level Education (ILE) institutions
- US Army AC officers serving in the field who have completed ILE and are performing duties in Key and Developmental positions (field applicants)
- Special Forces (SF) branch Chief Warrant Officers (must be WOILE Complete)
- Field Artillery (FA) branch Targeting Technician Chief Warrant Officers (must be WOILE complete)
- US Army National Guard (ARNG)
- US Army Reserve (RC- Active Guard Reserve [AGR] only)
- Other US military services (USN, USMC, USAF, USSF, USCG)
- International Military Students (IMS) attending US Army Command & General Staff College
- Interagency Professionals (IP – USAID, DIA, CIA, State Department)
- Army Civilian Professionals (ACP) (GS 13/14 equivalent)

Key Dates:

Application period: 01 JUL (1300 CST) – 09 SEP (1500 CST) 2024
Entrance exams: 09 JUL- 09 SEP 2024
Interviews: 09 JUL- 09 SEP 2024
Supervisor Assessment due: NLT 09 SEP 2024
Selection Board: 13-23 SEP 2024
AMSP 2026 Selection list release date: O/A 17 OCT 2024

Applicant Step by Step Process

Step 1: Data Entry: All applicants must register with the College Information System (CIS) as required by the Command and General Staff College (CGSC) and the School of Advanced Military Studies (SAMS) applicant portal.

Access the Command General Staff College CIS Registration Link
https://armyusms.tradoc.army.mil/students/OSE/addUser.asp?sT=5977

Access CIS and select next to fill in your information then submit.

a. Enter information and click submit.

All US Army (AC, ARNG, RC) and IMS attending CGSC follow this link to access the Applicant Portal for Data Entry: https://armyeitaas.sharepoint-mil.us/sites/tr-cac-au-sams/SitePages/AMSP_26-Applicant-Portal.aspx?csf=1&web=1&e=wW2wNS

Other military service personnel, ACP, IP, and personnel with issues with the above link will request access to the AMSP 26 Applicant Portal using the following link:

https://myaccess.microsoft.us/@armyeitaas.onmicrosoft.us#/access-packages/7939ae87-c22b-47fe-be6e-3749815f0725

Once you access the portal, scroll down to the "Data Entry (Step 1)" Tile and click the "+Add new item" Tab, complete the data entry field entries and save.

Step 2: Access Required Forms

Click on "Access Required Forms" Step 2 box.
The two required forms are posted in the applicant portal and on the SAMS webpage for your convenience.

Personal Goals Sheet: Download, complete, then upload the form to your applicant portal, prior to scheduling your interview.

Supervisors Assessment: All applicants must upload the completed and signed form NLT 09 SEP 2024 to their applicant portal. US. Army AC applicants attending CGSOC or another Service ILE will have their Staff Group Advisor complete and sign the form. Field applicants coordinate for their COL/O6 level commander/supervisor to complete and sign the form. **If Supervisors would like to personally submit their Assessment rather than return to the applicant for upload, they can email their completed form to daniel.r.stuewe.mil@army.mil . **

Step 3: Required Documents Upload

Click on "Document Upload" Step 3A box then click "+New" on the top left of the screen.

Required Attachments and Naming Convention: Using the add attachment feature (scroll to bottom), upload the documents listed below. All documents must be uploaded individually in PDF format using the naming convention provided (numbered bolded examples below, for example if your last name is Stanley, your saved document will be: 1_Resume_Stanley, 2_Last_OER_Stanley, etc.).

After uploading documents, click the drop down for each document type and select yes or no to register each document. Documents may be updated and uploaded throughout the application process.

- ❑ **1_Resume_Your Last name**. US Army personnel use your resume off IPPS-A at AIM 2 - Officer Dashboard (army.mil), all others will provide their service or organization equivalent.
- ❑ **2_Last_OER_Your Last name**. US Army personnel use your most recent Officer Evaluation Report from EES. All others provide your service or organization evaluation report equivalent.

- ❑ **3_First_Previous_OER_Your Last name**
- ❑ **4_Second_Previous_OER_Your Last name**
- ❑ **5_Third_Previous_OER_Your Last name**
- ❑ (NOTE) Applicants can submit an Academic Evaluation Report (AER) if that report covers a reporting period in the last four years. In addition to that AER, the applicant must still submit a total of four OERs (or equivalent service or organizational evaluations).
- ❑ Other Services, IMS and interagency applicants will submit equivalent documents.
- ❑ **6_Undergrad_transcript_Your Last name**. For those with additional undergrad transcripts, please provide and name convention 6B_Your Last Name, 6C_etc. Unofficial transcripts are authorized.
- ❑ **7_Graduate_transcript_Your Last name**. For those with additional graduate transcripts, please provide and name convention 7B_Your Last Name, 7C_etc. Unofficial transcripts are authorized.
- ❑ **8A_Personal_Goals_Sheet_Your Last name**.
- ❑ **9_Supervisor_Assessment_Your Last name** **If Supervisors would like to personally submit their Assessment rather than return to the applicant for upload, they can email their completed form to daniel.r.stuewe.mil@army.mil . **
- ❑ **10_HT/WT 2200_Last name.** If not in screening weight, upload a 5500 or 5501 (5500_Your Last Name). If on a valid medical profile, provide signed DA 3349 (Profile Your Last Name).
- ❑ **11_PT_Card_Your Last Name**. Upload a DA 705 ACFT or equivalent Physical Fitness Test (PT) card here. DTMS printouts are authorized.
- ❑ **12_Nelson-Denny_Your Last name**. CGSOC students are required to submit, all others will submit if you have one. If not check the no box in your applicant portal.
- ❑ **13_Entrance Essay Your Last Name**. You will be allocated time to upload this during your exam and further instructions will be provided by the test proctor.

Step 3B: Upload Video Bio

Click on "Video Upload" Step 3A box then click "Upload" on the top left of the screen.
Use the same naming convention from Step 3A.

- ❑ **8B_Personal_Goals_Video_Your Last name.** Record and upload a 3-minute video of yourself briefing your personal goals in .mp4 format.

Step 4: Register for Entrance Exam

Click on "Register for Exam" Step 4 box.
- a.   Login to Blackboard and select "Courses" in the menu on the left.
- b.   Select AMSP Application.
- c.   Select Schedule Exam from the menu on the left and then select Schedule Exam (AMSP AY26).
- d.   Select an exam date and click "Sign Up". You will be added to the examination time slot and saved in the system.

Step 5: AMSP Entrance Exam

Click on "Take your Exam" Step 5 box.

    a. Login to Blackboard and select "Courses" in the menu on the left.

    b. Select AMSP Application.

    c. Select Entrance Exam from the menu on the left.

    d. You will not be able to start the test until the proctor gives you access to the examination.

    e. The Entrance Exams are conducted on Blackboard. You will be provided additional information for the exam through Blackboard Announcements and/or enterprise email. All applicants are required to take an entrance exam.

Step 6: Applicant Interview

Click on "Register for Interview" Step 6 box.

    a. Applicants will select an interview date and scroll down to select a time. Then select "Next".

    b. Verify the booking details and select "Book" to complete your reservation.

    c. All applicants will conduct an interview as part of the application process.

    d. Applicants attending the current CGSOC class will conduct in person interviews and all applicants not at Fort Leavenworth will conduct virtual interviews via MS Teams or Blackboard Collaborate.

    e. Applicants not in CGSOC will receive a link to MS Teams or Blackboard Collaborate from their interviewer. Use the link to enter the chat room to conduct your interview.

    f. Applicants without access to MS Teams or Blackboard will coordinate with the interviewer for telephonic and or facetime interviews. SAMS will support applicant's timings for those forward deployed or in different time zones. Applicants in these circumstances will coordinate for alternate times by sending a request to the AMSP Deputy Director, LTC Dan Stuewe at: daniel.r.stuewe.mil@army.mil

-----Save the date to meet with SAMS Leadership and learn about AMSP-----

What: Information Session with SAMS Leadership.

When: **Monday, 12 August 2024, 1300-1400 (Central Time Zone)**

Where: <u>In person:</u> The session will take place in the Marshall Auditorium located in the Lewis and Clark building on Fort Leavenworth, KS.

        <u>Virtual:</u> Blackboard: https://us.bbcollab.com/guest/bdf6972bab3a455a9ce6f56a812a25c6 or

        Microsoft Teams link: **Click here to join the meeting**

Who: We welcome all potential applicants as well as Leadership and former graduates.

Why: To provide additional information about AMSP and answer questions for potential applicants.