ADVANCED MILITARY STUDIES PROGRAM (AMSP) APPLICATION PROCESS

Selection for AMSP 2025 will be conducted in two groups A breakout and associated key dates are below. Detailed instructions to complete your application are found on pages 2-4. Please contact the School of Advanced Military Studies (SAMS) via web email usarmy.leavenworth.tradoc.mbx.armyu-cgsc-sams-web@army.mil with any questions or issues.

GROUP 1 Applicants

- US Army Active Component (AC) officers attending Command and General Staff College (CGSC)
- US Army AC officers attending other service Intermediate Level Education (ILE)
- US Army AC officers serving in the field who have completed ILE and are performing duties in Key and Developmental positions (field applicants).

Key Dates:

Application period: 17 JUL (1300 CST) - 25 AUG (1500 CST) 2023
Entrance exams: 25 JUL- 30 AUG 2023
Interviews: 26 JUL- 08 SEP 2023
Supervisor Assessment due: NLT 08 SEP 2023
Selection Board: 22-29 SEP 2023
AMSP 2025 Selection list release date: O/A 14 OCT 2023

GROUP 2 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)
- Army National Guard (ARNG)
- US Army Reserve Component (RC)
- Other US military services
- International Military Students (IMS) attending CGSC
- Interagency Professionals (IP)
- Army Civilian Professionals (ACP) (GS 13/14 equivalent)

Key Dates:

Application period: 30 AUG (1300 CST) - 05 OCT (1500 CST) 2023
Entrance exams: 10-13 OCT 2023
Supervisor Assessment due: NLT 03 NOV 2023
Interviews: 12 OCT - 9 NOV 2023
Selection Board: 12 - 22 NOV 2023
AMSP 2025 Selection list release date for Group 2: O/A 12 DEC 2023

Applicant Step by Step Process

Step 1: Data Entry Forms: 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/SDP/addUser.asp?sT=5977

   a.   Access CIS and select AMSP 25.
   b.   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/Lists/AMSP%20AY25%20Application/AllItems.aspx?as=json&viewid=5dae9915%2Dee1d%2D449e%2Db885%2Dc98b42bf3eb1&OR=Teams%2DHL&CT=1688752317816&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzA1MDEwMDQyMiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D

Other military service personnel, ACP, IP, and personnel with issues with the above link will request access to the AMSP 25 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, click on the "+New" Tab, complete the data entry field entries and save.

Step 2: Download Forms, Fill in, Sign, and Upload

The three required forms are posted in the applicant portal and on the SAMS webpage for your convenience.

Ethics Form: Download, read, sign, and date the form at the bottom, then upload it to your applicant portal, prior to scheduling your exam.

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

Supervisors Assessment:

   Group 1: US Army AC applicants must upload the completed and signed form NLT 08 SEP 2023 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 will coordinate for their COL/O6 level commander/supervisor to complete and sign the form.

   Group 2: US Army RC, ARNG, SF and FA Warrant Officers, other US military service personnel, interagency, IMS and US Army RC and ARNG field applicants (i.e. ILE graduates already serving in a KD

position) must upload the completed and signed form NLT 03 NOV 2023 to their applicant portal. All Group 2 applicants attending CGSOC or another Service ILE will have their Staff Group Advisor complete and sign the form. Field applicants will coordinate for their COL/O6 Level commander/supervisor to complete and sign the form.

Step 3 Additional Required Documents Upload

Click on Document Upload Step 3 box at the top of the Applicant Portal.
Click "+New" on the top left of the screen.

Required Attachments and Naming Convention: Using the add attachment feature, 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.
- ❑ **8_Personal_Goals_Sheet_Your Last name**.
- ❑ **9_Supervisor_Assessment_Your Last name**
- ❑ **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_Ethics sheet_Your Last name**

- ❑ **13_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.
- ❑ **14_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 4 Register for an Entrance Exam Date:
    a. Select an open date and complete required information to lock in your exam date and time.
    b. During the exam you will be provided time and instructions to upload your essay to your student applicant portal. The testing proctor will ensure essays are uploaded to confirm your submission.

Step 5 AMSP Entrance Exam:
    a. The Entrance Exams are conducted on Blackboard. SAMS will use your registration information in step one to create your student account in the SAMS APPLICATIONS Blackboard Site. You will receive an email notification to your enterprise email account (US Army) or your working email account you provide in the application portal with your account information and login instructions. 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. Prior to taking the AMSP Entrance Exam you must sign the "Student Ethics Sheet" and upload the signed document to your applicant portal (attachment 12).

Step 6 AMSP Interview:
    a. All applicants will conduct an interview as part of the application process. Applicants will select an interview date and time on the AMSP applicant portal. Applicants attending the current CGSOC class will conduct in person interviews and all applicants not at Fort Leavenworth will conduct virtual interviews via Blackboard and or MS teams. Applicants without access to Blackboard or MS Teams 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 SAMS Web email : usarmy.leavenworth.tradoc.mbx.armyu-cgsc-sams-web@army.mil.

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

What: Information Session with SAMS Leadership.

When: Wednesday 09 August 2023 1300-1430**.**

Where: In person: The session will take place in the Depuy Auditorium located in the Lewis and Clark building on Fort Leavenworth, KS.
        Virtual: 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.