

# FACT SHEET

## Department of Distance Education, School of Strategic Manpower, U.S. Army War College, Enrollment Guidance for DOD and Interagency Civilians Class of 2019

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The military services, DOD agencies and other government organizations nominate civilian personnel through a competitive screening process within their organization to fill allocations for the resident and distance education programs. As a result, the USAWC expects civilian applicants to be endorsed by their Headquarters/Major Command/organizations to attend, however the USAWC has greater capacity for civilian participants in the Distance Education course.

Normally, the Distance Education Program receives and processes applications by 1 April of each year for the following year's class, although exceptions can be made on a case –by- case basis.

### **Funding:**

Funding/TDY for the mandatory two two-week in residence portions (1 per year). Funding to attend the optional two –day orientation in May prior to course start. (Highly Recommended)

A guarantee from the component the student will be allowed to attend the residence portions at Carlisle Barracks, PA.

### **Dates of Course:**

- May 5-6 or May 19-20, 2017 - Attend one of two optional two- day Orientations at Carlisle Barracks, PA
- July 2017 - May 2018 - Enrolled in on-line First Year Studies Course
- June 17- 29 ,2018 - Attend First Resident Course (two-weeks) at Carlisle Barracks, PA
- July 2018- June 2019 - Enrolled in on-line Second Year Studies Course
- July 14-26, 2019 - Attend Second Resident Course (two-weeks) at Carlisle Barracks, PA
- July 26, July - Graduation and Award of Master's Degree at Carlisle Barracks, PA

### **Qualifications:**

- Must be a GS 13/14/15 or equivalent
- Bachelor's degree. Provide a copy of applicant's undergraduate academic transcripts. After acceptance, the USAWC Registrar's office will provide instructions to request a copy of official (sealed) undergraduate transcripts be sent from the applicant's undergraduate institution directly to the USAWC's Registrar Office.
- Full-time DHS employee
- Have at least 1 year with DHS
- A demonstrated commitment to a career in homeland security/public safety.
- Applicant should have strong collaboration, creativity, critical thinking and problem-solving skills and an appreciation for continuous education and professional growth.



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- Applicant should enjoy learning through online resources

### **Application:**

- Complete the DHS Homeland Security Emergence Program (HSEP) application.
- Nomination letter from the component Chief Learning Officer, or equivalent submitted to the DHS Chief Learning and Engagement Officer.

### **Deadline:**

Applications are due to Academic Programs ([academicprograms@hq.dhs.gov](mailto:academicprograms@hq.dhs.gov)) by January 13, 2017. Applications must be submitted by action memorandum from the Component Chief Learning Officer, or equivalent, to the DHS HQ Chief Learning and Engagement Officer.

**Please consult your Component Academic Program POC for internal Component deadlines.**

If you have any questions about the program, please contact Brian Johnson at [academicprograms@hq.dhs.gov](mailto:academicprograms@hq.dhs.gov)

