



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:
12410

JAN 20 2012

MEMORANDUM FOR DISTRIBUTION

Subj: UNITED STATES ARMY COMMAND AND GENERAL STAFF COLLEGE
INTERMEDIATE-LEVEL EDUCATION COURSE 2012-2013

Encl: (1) Course Information

1. N1 is seeking applicants for the United States Army Command and General Staff College Intermediate-Level Education (ILE) Course 2012-2013. Course and associated requirements are provided in enclosure (1).

2. Civil Service Mariners (CIVMARs) in junior deck and engine officer positions (2nd/3rd Officers; 2nd/3rd Assistant Engineers) may apply. Applicants must possess a Bachelor's degree from an accredited college or university and have a Secret or above clearance.

3. Please note that any costs associated with this training are to be paid by the Military Sealift Command (MSC)-Norfolk.

4. Candidates selected to attend the ILE course will be required to sign and fulfill a continued service agreement in the amount of three times the length of the training period.

5. The following timetable is in effect for this announcement:

a. CIVMARs are to submit applications through their supervisory chain to MSC-Norfolk, Attn: N16 CIVMAR Training Department, Bldg. SP-64, 471 East C. Street, Naval Station, Norfolk, VA 23511-2419. Applications must be received no later than **10 February 2012**. MSC-Norfolk point of contact is Ms. Dyonne Canamas at (757) 443-5940 (COMM), 646-5940 (DSN) or dyonne.canamas1@navy.mil.

b. N1 Deputy Director, CIVMAR Manpower and Personnel will review all application packages and forward hard copies, including a brief summary on their recommendation of candidates, to MSC N1, Attn: N14, 914 Charles Morris Court, SE, Washington Navy Yard, 20398-5540 no later than **24 February 2012**.

c. The MSC Human Capital Board will be convened to review N1 Deputy Director, CIVMAR Manpower and Personnel's recommendation of candidates on or about **9 March 2012**.

Subj: UNITED STATES ARMY COMMAND AND GENERAL STAFF COLLEGE
INTERMEDIATE-LEVEL EDUCATION COURSE 2012-2013

d. All applicants will be notified of MSC's final selection on or about **23 March 2012**.

6. My point of contact is Ms. Theresa Curbelo at (202) 685-5143 (COMM), 325-5143 (DSN) or theresa.curbelo@navy.mil.



E. S. ROBERSON

By direction

Distribution:

Electronic copy, via MSC Intranet Training
<https://intranet.msc.navy.mil/n1/n1trng/profdev.htm>

**United States Army Command and General Staff College
Intermediate-Level Education Course 2012-2013**

1. Eligibility Requirements

a. Civil Service Mariners (CIVMARs) in junior deck and engine officer positions (2nd/3rd Officers; 2nd/3rd Assistant Engineers) may apply.

b. Applicants must possess a Bachelor's degree from an accredited college or university.

c. Applicants must have a Secret or above clearance.

d. Candidates selected to attend the Intermediate-Level Education (ILE) course will be required to sign and fulfill a continued service agreement in the amount of three times the length of the training period.

2. Course Elements

a. The United States Army Command and General Staff College, located in Fort Leavenworth, KS, is a graduate-level institution which educates and develops leaders for full spectrum joint, interagency, and multinational operations.

b. The 44-week ILE course is designed to educate adult learners on the uses of military power at the operational and tactical levels and on how those capabilities fit into our national security strategy. The majority of the course is conducted in small groups of 16 with a mix of students with several US Army Occupational skills, US Military Sister Services, and at least one international military officer. The curriculum requires a great deal of reading and reflecting on a wide range of diplomatic, informational, military, and economic topics across the spectrum of conflict and peace-time support operations. Students will pursue studies in the following order of presentation:

(1) Preparatory Course (for non-military students).

(2) Core Curriculum - provides the basic capabilities and constraints of our military forces, along with an assessment of the capabilities and constraints of the executive departments/agencies with whom the military works to confront the challenges that face the Nation.

Enclosure (1)

(3) Advanced Operations Course.

(4) Electives period - provides a choice from over 170 topic areas (two sessions for each class lasting five weeks).

c. Students may also participate in an optional Master of Military Art and Science (MMAS) program, which results in a fully accredited master's degree accredited by the Higher Learning Commission of the North Central Association. Those students desiring to obtain the master's degree are required to earn no less than a "B" average in their ILE classes plus take additional MMAS classes throughout the year. During this time, students are required to research, write, and defend a Master's Thesis of between 50 to 125 pages on a subject of their choosing as part of the MMAS program.

d. All non-military students report during the week after the July 4th holiday to complete the Preparatory Course. Classes start 13 August 2012 and Graduation is 14 June 2013. There is a two-week mid-winter break for Christmas and New Year holidays.

e. Candidates selected will be required to:

(1) Fulfill all academic requirements.

(2) Wear civilian (i.e., business) attire in lieu of uniforms during most of the academic year. A collared polo shirt is also appropriate at times. For special events and some of the guest speakers, a sports coat and tie are warranted.

f. Associated costs include transportation to/from Fort Leavenworth, KS, as well as lodging and per diem costs. Tuition, books, and curriculum related travel costs are waived.

3. Benefits and Entitlements. Candidates selected will be authorized the following benefits and entitlements:

a. Permanent rate base pay.

b. Per diem at 55% of locality rate. Rental housing is available on a first-come, first-serve basis.

c. Cost of travel between Military Sealift Fleet Support Command and Fort Leavenworth, KS.

d. Leave between trimesters.

e. No overtime is authorized.

4. Application Packages. Each application package must include:
- a. An endorsement letter from employees' supervisory chain.
 - b. Biography or resume to include personal data (i.e., name, unclassified contact email address, office address and phone number, and home address and phone number), education, and relevant work history. Limited to two pages.
 - c. A list of all MSC assignments.
 - d. Statement of interest addressing how you would benefit from participating in the ILE course and how other students, especially military personnel, would benefit from your unique civilian agency perspective. Limited to two pages.
 - e. Two letters of recommendation or endorsement, at least one from a direct supervisor addressing communications skills both written and oral.
 - f. Clearance data (must support Secret clearance).
 - g. One unofficial transcript from baccalaureate and advanced degrees. Please note that individuals selected will be required to provide an official transcript at time of enrollment.

NOTE: Applicants are advised not to submit application packages using a bind style or in sheet protectors as copies of application packages will be made during the nomination package review process and not to submit materials/documents that have not been requested (i.e., training certificates, letters of appreciation, etc.).