



ARMY MEDICINE

One Team... One Purpose
Conserving the Fighting Strength Since 1775

AMEDD Civilian Corps JMESI Intermediate Executive Skills Course

What	JMESI Intermediate Executive Skills Course
When	16-19 October 2023
Where	Virtual
Who	AMEDD Civilian Employees GS11 and above, or equivalent
Cost	No Registration Fees/Costs
Suspense Date	15 Sep 2023

COURSE OVERVIEW

The Joint Medical Executive Skills Institute Intermediate Executive Skills Course (JMESI-IES) provides education and training on leadership and management skills necessary to successfully serve in a position within a DHA medical treatment facility (MTF). The course is designed to facilitate attainment of selected Joint Medical Executive Skills core competencies as identified by a Tri-Service review board of MHS senior leaders. This course will be held three times per year using a blended two-phase format.

Phase One: Students must complete 14 web-based training modules prior to Phase Two.

Phase Two: Students attend 4-day virtual course, 16-19 October 2023.

Target Audience: Army Medicine Civilian employees in a GS 11 and above, or equivalent.

ELIGIBILITY

AMEDD Civilians in **mid to senior level management positions** (GS 11 and above, or equivalent) who desire to develop and enhance their healthcare management capabilities.

APPLICATION INFORMATION

To apply for this professional development opportunity, email your nomination in accordance with the attached checklist to our AMEDD Civilian Corps Chief mailbox: usarmy.jbsa.medical-coe.mbx.civilian-corps-chief@army.mil

Army Medical Department (AMEDD) Civilian Corps

Application Checklist

Program

Before submitting your nomination packet, please make sure all Personal Identification Information (PII), such as SSN, DOB, residence or mailing address are removed.

❖ Applicant's Name: _____

1. _____ **Endorsement(s)**: Nomination packet(s) must be forwarded through chain of command and be endorsed by a 06/GS-15 (or equivalent) at minimum. If there is more than one nominee, school commandant/equivalent organization/HQ Activity Head endorsement must reflect rank order of all nominees from that organization.
2. _____ **Current Resume (two (2) pages)**: Containing the following information in order: name; current grade; phone number; brief description of work experience; education (include type of degree; major; dates attended; grade point average); training/certifications; and awards.
3. _____ **Nominee's Statement of Interest, Career Aspirations, and Suitability for the Program (NTE 500 words)**: Be sure to highlight current related experience, as well as address anticipated competencies to be gained if selected and career goals. Address how you will use the experience gained/acquired knowledge/competencies in your continued employment.
4. _____ **Supervisor's Validation of Requirement: Utilization Plan (NTE 500 words)**: Must address the expected transfer of knowledge, how she/he intends to have nominee use the gained knowledge/competencies while in the program and upon completion (i.e., should reflect anticipated Return on Investment).
5. _____ **Last Completed Performance Appraisal (Rating of Record)**: If the appraisal is not available, you must include an explanation about the missing appraisals, verified by your supervisor and your next recent appraisal.
6. _____ **Standard Form 181, Ethnicity and Race Identification**: Note: Completion/submission of the SF181 is strictly voluntary. It will be used for statistical purposes only.
7. _____ **Continued Service Agreement**: Participants must complete an agreement to continue service and incur a 2-year period of obligated service after graduation from the program.
8. _____ **Civilian Education System (CES) Completion**: The appropriate CES Course certificate of completion, or on-line CES completion verification, or HQDA approved equivalence/constructive credit must be included in the application.
9. _____ **Civilian Career Brief (CCB)**: a current copy of your civilian record brief. You can obtain a copy of your CCB at <https://compo.dcpds.cpms.osd.mil/>. 1) Log in, 2) Under Key Services look for Civilian Career Brief, 3) Download a copy of your CCB, 4) Attach a copy of CCB to application packet.

Each application is scored based on your Statement of Interest, Career Aspirations, Suitability for the Program, Supervisor's Validation of Requirement and Utilization Plan, Performance Appraisal, and the Knowledge, Skills and Abilities (KSA) outlined in your resume.



DEPARTMENT OF THE ARMY

ACTIVITY/ORGANIZATION
5635 NAME AVE
INSTALLATION, STATE 11117-1326

Office Symbol

DD MONTH YYYY

MEMORANDUM FOR Army Medical Department (AMEDD) Civilian Corps,
3630 Stanley Road, JBSA Fort Sam Houston, TX 78234

SUBJECT: Nomination for **JMESI-IES**

1. I recommend Joseph Smith for the Army Medical Department (AMEDD) Civilian Corps JMESI-IES with no reservations. Mr. Smith has demonstrated leadership, energy, dedication, and has unlimited potential. Those qualities, coupled with this opportunity, will contribute to his development as a senior leader within the AMEDD and the Army.
2. Mr. Smith is a key contributor to the success of his directorate, the G-1/4. Over his three-year tenure in the G-1/4, he has served as a Team Lead, as the Senior Army Team Chief and as the Operations Officer within his directorate. With each assignment, his responsibilities and the associated complexities became more challenging, yet he has managed to accomplish everything with resounding results. Mr. Smith continuously demonstrates the ability to effectively plan, integrate, and mitigate the multifaceted issues he is faced with. The opportunities associated with his participation in the program will further expand his understanding and experience of strategic issues and elevate him as a key contributor to future Army efforts.
3. I completely endorse Mr. Joseph Smith for the program.

JOHN P. ROOGERS
GRADE/RANK, ACTIVITY/ORGANIZATION

Resume Template

Content and Sample Resume

Recommended Resume Content

(Resume may not exceed two pages)

EXPERIENCE: Start and End Dates; Hours Worked Per Week; Position Title, Pay Plan-Series-Grade (GS equivalent if in Pay Band), Employer's Name; Major Duties and Accomplishments (If experience entry describes positions at different grade levels, include month and year for each grade)

EDUCATION: List all formal education. If degree completed (e.g., AA, BA, MA) list major field of study, name of school, year degree awarded and GPA.

SPECIALIZED TRAINING: Training courses you have completed, to include relevant training towards your career goals. Indicate dates and length of training. Provide statement if CES Course requirements are met.

AWARDS/LICENSES: Significant, as space allows.

Sample Resume

James Z. Smith
Work 703-234-5678
DSN 555-5555

EXPERIENCE

09/22/2015 - Present, 40 Hours per wk, Lead Budget Analyst, GS-0560-12, US Army Cyber Center of Excellence, Fort Gordon.
Serve as the Lead Analyst responsible for budget functions at the CyberCoE. Serves as technical expert on the budget advisory committee. Provides advise regarding budget requests, proposals and execution. Formulates and analyzes budget to ensure proper and full use of provided funds, with no failures or violations identified in recent Inspector General Inspection, etc...

04/02/2012 - 09/21/2015, 40 Hours per wk, Budget Analyst, GS-0560-11, US Aviation Center of Excellence, Fort Rucker.
Responsible for all functions of the AvnCoE Staff budget requests, proposals and execution. Formulated and analyzed budget to ensure proper and full use of provided funds, with no anti-deficiency violations. The uncertainty of the budget approval placed a strain on meeting the execution goal of the organizations budget. Once the budget passed, having complete oversight and control brought the execution rate up 82.6% exceeding the 50% goal, etc...

EDUCATION

BA, Budget Management, Virginia Tech, May 15, GPA 3.75
MBA, University of Penn State, Mar 18, GPA 3.80

SPECIALIZED TRAINING

CES: Completed CES Intermediate Course, 2012
2017 Sustaining Base Leadership and Management Program, 2013
Personnel Management for Executives I, 9 days, 2015
Manager Development Course, 20 hours, 2017
Personnel Management for Executives II, 5 days, 2016

AWARDS/LICENSES:

Commander's Award for Civilian Service, 2017

TIPs FOR PREPARING YOUR RESUME FOR ELDP CONSIDERATION

DO...

- Type with black ink on white paper.
- Use a minimum margin of 1 inch on all sides.
- Use COURIER font, no smaller than 10 point font.
- Describe your experience with specific words rather than vague generalizations, reflecting significant career accomplishments and demonstrated leadership experience.
- List significant education and development programs that denote your knowledge and understanding of national security issues, leadership development, and potential to perform at a higher level.
- Proofread and spell-check your resume.
- Limit your resume to no more than TWO pages.
- Sign and date your resume.

DON'T...

- Use acronyms or abbreviations, other than to describe type of systems used.
- Use vertical or horizontal line, graphics, or boxes.

**Nominee Statement of Career Aspirations,
Goals, and Suitability for the Program**

(Not to exceed 500 words)

Be sure to highlight current related experience, as well as address anticipated competencies to be gained if selected and career goals. Address how you will use the experience gained/acquired knowledge/competencies in your continued employment.

Applicant Name:

APPLICANT TYPED NAME, TITLE, TELEPHONE, AND DATE	APPLICANT SIGNATURE
SUPERVISOR TYPED NAME, TITLE, TELEPHONE, AND DATE	SUPERVISOR SIGNATURE

Supervisor Endorsement, Utilization Rating & Plan

Instructions: In 500 words or less outline the expected transfer of knowledge, how you as the supervisor intend for the applicant to utilize the gained knowledge/competencies throughout the program/course and upon completion as well as the anticipated return on investment. Provide an assessment of candidate's possession/mastery of technical/functional competencies. The Office of Personnel Management's Executive Core Qualification (ECQ) model defines the functional competencies as: Interpersonal Skills, Oral Communication, Written Communication, Integrity/Honestly, Continual Learning and Public Service Motivation. Assign a Utilization Rating (hover over each rating check box for definition) and outline how the Utilization Rating supports the endorsement of applicant for program/course.

Based on knowledge of the applicant, Endorsement & Utilization Plan, provide an overall Utilization Rating of the applicant for this program/course below. (Hover over the check box for the Utilization Rating definition)

Ready for Increased Challenge

Ready for Career Broadening

Contribute in Place

Build Tenure/Experience

By signing below, I approve the application, validate the applicant meets all requirements, certify the applicant does not have any open/ongoing Equal Employment Opportunity; adverse actions; applicant's performance is successful; and I will support program/course participation & completion.

AMEDD Civilian Corps

Program

Continued Service Agreement

The program requires participants to accept a period of continued service as a condition of receiving the training and developmental experiences the program provides. Accordingly, execution of this continued service agreement is a condition precedent to selection for participation in any of these programs.

The authority for the continued service requirement set forth by this continued service agreement is in 5 U.S. Code Section 4108 and 5 Code of Federal Regulations Part 410.309.

Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses the Government incurred in connection with training in accordance with 5 U.S. Code Section 4108.

Applicants for the program will execute and submit this continued service agreement with their applications. Approving officials will retain a copy of this signed agreement and monitor execution of the obligation period.

AGREEMENT

In consideration of my participation in the program and the start and end dates of the training and developmental assignments:

I, _____, agree that, upon completion of this training or developmental assignment I have requested, I will serve in the Department of Defense (DoD) for a period equal to three times the length of the training period.

ACKNOWLEDGMENT. I understand that:

1. If I voluntarily leave DoD employment before completing my agreed-to period of obligated service, I will reimburse, DoD as applicable, the amount paid for my registration, tuition and matriculation fees; library and laboratory fees; purchase or rental of books, materials and supplies; travel and per diem; and all other training program-related costs (excluding salary) paid in connection with my participation in the program.
However, the amount of these training expenses I am required to pay will be reduced pro rated based on the proportion of my obligated service that I have completed. For example, if my training expenses paid by DoD were \$2,700 and I completed two-thirds of my obligated service, I would be required to reimburse DoD \$900.
2. If I voluntarily leave my post-training DoD placement to enter service with another branch of the Federal Government before completing my agreed-to period of obligated service, I will give my servicing personnel office and servicing training office advance notice of at least 10 working days, during which time, in accordance with Federal regulations, a determination concerning my obligation to reimburse DoD for training expenses, as described in paragraph 1, or the transfer of my remaining continued service obligation to the gaining agency, will be made.
3. If I am involuntarily separated from my position, my continued service obligation terminates.
4. I may submit a request to waive repayment of training expenses, in writing, through my chain of command or chain of supervision, to US Army Medical Center of Excellence. Send request, including the command's recommendation to AMEDD Civilian Corps Office, 3630 Stanley Road, Bldg 2840, JBSA Fort Sam Houston, TX 78234. Any request for waiver must include a justification for waiver of repayment, a copy of this Continued Service Agreement, the recommendations of my chain of command or chain of supervision, and other relevant supporting documents or information.
5. Any amounts the DoD may be due as a result of any failure on my part to comply with the terms of this continued service agreement may be withheld from any monies the Government owes me, or may be recovered by such other methods as are approved by law.

6. I will seek and obtain approval, through the official responsible for authorizing Government training requests, any proposed change in my approved training program involving course and schedule changes, withdrawal from any course or class, the receipt of an "incomplete" in any course or class, and increased or unanticipated costs to be incurred.
7. I will not receive any contributions, awards or payments in connection with this training, from any other Government agency or non-Government organization, without first obtaining approval from the official responsible for authorizing Government training.
8. Should I fail to successfully complete the training program because of circumstances within my control, I will reimburse DoD for all training expenses associated with my attendance at the training program (excluding salary) as set forth in paragraph 1.

TERMINATION.

Unless I am earlier released from this agreement by the AMEDD Civilian Corps team, this Continued Service Agreement will remain in force for as long as I remain a participant in the program and thereafter until I fulfill my period of obligated service.

Employee signature:

Date: _____

Employee full name (typed or printed): _____

Current position title, series and grade: _____

Organization and Duty station: _____

Email address: _____

Phone numbers (Commercial): _____ (DSN): _____

Dates of obligated service: _____ to _____

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 3013, 5 U.S.C. 301, 5 U.S.C. 4108, 5 CFR Part 410.309, AR 350-1.

Principal Purposes: This information will be used to document the participant's acceptance of the terms of the continued service agreement that is required for participation in the program.

Routine Uses: The DoD "Blanket Routine Uses" apply to this system. The "Blanket Routine Uses" are available at <https://dpcl.d.defense.gov/Privacy/About-the-Office/DoD-Federal-Privacy-Rule/Appendix-C/>.

Disclosure: Voluntary, but failure to provide the requested information may result in a delay of processing, the inability to contact you about your responsibilities under this continued service agreement, or DA's decision that the agreement was not properly entered into, thus preventing participation in the program.

For Official Use Only, Subject to the Privacy Act of 1974, as amended.

CIVILIAN CAREER BRIEF

[REDACTED]@mail.mil		[REDACTED]		[REDACTED]				
As of Date		Pay Plan-Series-Grade/Step		Position Title		Employee Name		
September 15, 2021		GS-4 [REDACTED]		HUMAN RESOURCES SPECIALIST		[REDACTED]		
Service Data				Training				
SCD Leave	[REDACTED]	Course	Hrs	Comp Date	Source			
SCD RIF	[REDACTED]	CES CONTINUING EDUCATION FOR SENIOR LEADERS	38	21-May-21	Verified			
SCD Civilian	[REDACTED]	JS SEXUAL ASSAULT PREVENTION AND RESPONSE	1	07-Feb-20	Verified			
Veterans Preference for RIF	[REDACTED]	EEO ANTI-HARASSMENT & NO FEAR FOR SUPERVISORS	0	30-Oct-19	Verified			
Emergency Essential Position	[REDACTED]	JOINT STAFF OPERATIONS SECURITY (OPSEC) - (1H	0	22-Aug-19	Verified			
Date Est Return from Overseas Assign (DEROS)	[REDACTED]	LEVEL I ANTITERRORISM AWARENESS TRAINING	0	22-Aug-19	Verified			
Date Assigned Current Agency	[REDACTED]	CONTINUING EDUCATION FOR SENIOR LEADERS	37	08-Mar-19	Verified			
Appointment Type	[REDACTED]	INTERNAL CONTROL: MEETING FEDERAL REQ'TS FOR ACCOUNTABILITY	32	01-Feb-19	Self Certified			
Servicing HR Office	[REDACTED]	COMMAND TEAM SPOUSE DEVELOPMENT PROGRAM (BN)	39	30-Nov-18	Verified			
Position Obligated	[REDACTED]	EEO ANTI-HARASSMENT & NO FEAR FOR SUPERVISORS	0	19-Jun-18	Verified			
WGI Due Date	[REDACTED]	DEFENSE RESOURCES MANAGEMENT COURSE, DEFENSE RESOURCES MANAGE	148	17-May-18	Self Certified			
Performance Data			Professional Certifications/Licenses					
Performance Rating	[REDACTED]	Date	[REDACTED]	Certifications/Licenses	[REDACTED]	Date	[REDACTED]	
Education								
School	[REDACTED]	Major/Program	[REDACTED]	Educational Level	[REDACTED]	Year	Source	
				Master's degree	[REDACTED]	[REDACTED]	[REDACTED]	
				Bachelor's degree	[REDACTED]	[REDACTED]	[REDACTED]	
Languages								
Language	[REDACTED]	Proficiency Level	[REDACTED]	Reading	[REDACTED]	Speaking	[REDACTED]	
				Listening	[REDACTED]	Writing	[REDACTED]	
Awards			Department of Defense Programs Information					
Type	Date	Program Area	[REDACTED]	Certification/Specialty	[REDACTED]	Comp Date	[REDACTED]	
Time Off Award	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Civilian Service Achievement Medal	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Time Off Award	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Performance Award	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Civilian Service Commendation Medal	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Performance Award	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Career Experience History								
Start Date	PP-Series-Gr	Title	Supv Status	Position Level	Work Schedule	Organization	Owning Command	Duty Location
[REDACTED]	GS-0201-	HUMAN RESOURCES SPECIALIST	Supervisor	Level not Identified	Full-Time	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	GS-0201-	HUMAN RESOURCES SPECIALIST	Supervisor	Level not Identified	Full-Time	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	GS-0343-	SUPERVISORY MANAGEMENT ANALYST	Supervisor	Level not Identified	Full-Time	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	GS-0301-	BUSINESS OFFICE MANAGER	Supervisor	Level not Identified	Full-Time	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	GS-0340-	DEPUTY COMMANDER FOR SUPPORT	Supervisor	Level not Identified	Full-Time	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	GS-0340-	PROGRAM MANAGER	Supervisor	Level not Identified	Full-Time	[REDACTED]	[REDACTED]	[REDACTED]
Additional Information - ARMY								
Career Program			MyBiz+	Army Civilian Personnel Online	ACTEDS Training Catalog	Army e-Learning		
Civilian Human Resource Management			https://compo.dcpds.cpmc.osd.mil/	http://cpol.army.mil/	http://cpol.army.mil/library/train/catalog/	https://usarmy.skilport.com/		

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