

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 10-01

12 March 2001

**ELECTRONIC APPLICATION PROCESS (EAP) FOR THE
SUSTAINING BASE LEADERSHIP AND MANAGEMENT (SBLM) PROGRAM**

The SBLM Program is the Army's only leadership, management and decision-making education institution encompassing the breadth of the Army's sustaining base, geo-political interests through strategic systems to direct soldier support. The program's focus is multifunctional and horizontally integrated education.

The Army Management Staff College (AMSC) defines the sustaining base as that aggregation of people, guidance, systems, money, materiel, and facilities that prepare the soldier for action, get the soldier to action, sustain the soldier during action, and return that soldier home-and take care of the soldier's family throughout. The academic program is defined as a program that focuses on enduring principles and concepts over transient or procedural activities.

Who is eligible to apply? Civilian nominees must (1) be serving in or have potential for advancement to key leadership positions; (2) have a career conditional appointment or career status, serve in Schedule A excepted appointments without time limitations, or serve under an Excepted Service appointment in the Civilian Intelligence Personnel Management System (Title 10 USC 1590) and; (3) be serving in grades GS-12 through GS/GM-14 or equivalent NAF grades. **RESIDENT PROGRAM:** Employees occupying grades GS-11 or GM-15 may apply by exception. **NON-RESIDENT PROGRAM:** Employees occupying a GS-11 position will only be considered with a waiver if they have previously held one or more permanent GS-12 or above positions for a total of at least 12 months.

Who pays? Travel and per diem are centrally funded by ACTEDS resources except for Non-appropriated Fund (NAF), Corps of Engineers civil works, non-Department of the Army (DA) employees, and military personnel. HQ, US Army Community and Family Support Center centrally fund NAF employees.

How do I apply? You now apply for the SBLM Program using an Electronic Application Process (EAP). Applicants complete their SBLM applications electronically at the AMSC website (<http://www.amsc.belvoir.army.mil>). Once completed, the applications are electronically submitted to the AMSC system.

What is the (EAP)? Once an application is submitted to the AMSC system an email will be sent to the applicants' supervisor notifying

them of the application. Supervisors complete their portion of the SBLM application. If the supervisor approves, he or she electronically submits the approval to the AMSC system. The AMSC system will send an email to the local commander notifying them of the approval. If the commander approves the application, nothing else needs to be done at the installation. The Major Army Commands (MACOM) and Functional Chief Representative (FCR) view a list of all SBLM applications within their MACOM or career program. MACOMS and FCRs will review and rank their applicants. The rank order and comments are provided to the selection board as part of their review. After the board suspense date, applications are compiled and forwarded to the selection board. Once the board makes their selection of applicants to attend the SBLM program, M&RA informs the MACOMS so that they can notify the selected employees. AMSC is also informed so that they can provide the pre-course materials to the selected applicants.

What if my supervisor disapproves my application? If the supervisor disapproves, he or she informs the applicant of their disapproval and electronically submits the disapproval. The AMSC system automatically sends an email notifying the applicant of the rejection and unlocks the application so that the applicant can make changes and resubmit.

Assistance is available for all involved in the application process. For information and/or assistance, please contact Tami Culbreath at 531-1856.

//ORIGINAL SIGNED//

DONALD R. MALLETT
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Advisory Center