

USMA Rotating BS&L Instructor & Eisenhower Leader Development Program
WEST File Application Instructions (Complete Applications due 1 Dec 2016)

If applying to BS&L, you must annotate which program you wish to be considered for: Psychology, Sociology, Engineering Psychology, Leadership Development Science, or Management (if no preference, select all – do not leave blank). BS&L and ELDP applicants must begin and pursue separate WEST application files, so repeat this step a second time if applying to both. Please let your branch know you are competing for a USMA assignment. Interviews for applicants with completed WEST files are not required, but can be arranged upon your request. A complete application includes the following items:

- 1) **Military/Contact Info/Photo** – Basic information, contact phone numbers, and informal photo.
- 2) **Educational Background** – All information on previous and current degrees. Manually input what you received on GRE/GMAT test day. Also provide your last three assignments and your earliest, latest, and preferred grad school start month/year. Annotate if you are interested in a Direct Hire position (you already hold an applicable Master’s Degree) and specify schooling status that may not be otherwise listed.
- 3) **Department Questions** – We ask BS&L applicants to answer additional questions: dual military status, whether degrees were completed in-part or completely online, and how you became interested in teaching in BS&L. (Note: If you are dual military, both service members will need to submit WEST file, even if only one is primarily submitting an application.)
- 4) **Supporting Documentation** – Upload documents as PDF files, with all documents in one file per category; please *do not* upload each file individually! As an example, all evaluations should be in **one PDF from most recent to oldest OER**. Supporting documents include:

a. GRE or GMAT Scores – Lack of GRE/GMAT score is the #1 discriminator we see on applications. (Please disregard the “GRE received” check box on your WEST file). Scores are required even if you already have a graduate degree, unless you are only seeking a Direct Hire position. GRE/GMAT scores must be within the last five years. Please input the actual score values in the form AND scan a copy of your GRE results into WEST once received in the mail. The minimum DA standards for any funded masters program is GRE 153V, 144Q, and 4.0W or GMAT 500 (overall score). Waivers for lower scores are rare and only considered for highly compelling reasons. Aspire to achieve GRE scores above 160V, 148Q. If you are also taking the GMAT, the current Top 20 business schools’ 80%-range of scores of accepted students is approximately 650 to 750, so aspire to be strongly in this range. If GRE or GMAT scores are below these levels, we encourage you to study and retake the tests; we are primarily concerned with only the highest score achieved. Army Education Centers may proctor these exams for you; fees are typically reimbursable for one exam using DANTES Form 1560/49.

b. Soldier/Officer Record Brief (SRB/ORB) – You can submit either as long as the data is accurate.

c. Letters of Endorsement/Recommendation – The letter should be addressed to COL Everett Spain, Professor and Department Head, BS&L, if you want to be an Instructor, or to both COL Spain and COL Brian J. Reed, Brigade Tactical Officer (co-address it to both COLs) if you want to be a TAC. The letter should indicate his or her support of this assignment, your potential as an officer, and your potential as a role model for cadets. You may upload the letter(s), they do not need to be emailed.

d. Cover Letter (“Statement”) of Intent – Regardless of format, the letter should explain why that is your desire, discuss your potential contributions to the Academy, and articulate your career goals. (Please follow addressing guidelines above based on application type.)

e. All undergraduate and graduate transcripts – You can upload these into your WEST files - they *do not* have to be sent from your college registrar. DA requires a minimum of a 2.5 GPA in your B.A. or B.S. to be eligible for a funded masters program. If you already have a graduate degree or graduate work completed, you are NOT exempted from any application requirements if competing in the Dec board.

f. All OERs & AERs – We place a very strong emphasis on choosing officers with an evidence of an exemplary military record. We understand that many officers will not have a company command OER in their file by the selection board deadline but they are still fully competitive for selection.

g. APFT Card – DA Form 705 or a signed memo with your scores/date.

h. Miscellaneous – Any additional pertinent documents such as published articles, certifications, etc.