

*Department of Defense
Office of Inspector General*



Georgetown University

*Master of Policy
Management*

*"One Professional Team"
Integrity - Efficiency - Effectiveness*



Master of Policy Management



- **Practical, results-oriented curriculum**
- **Focus on leadership, analysis, and process issues**
- **Students write "capstone" paper that analyzes a current policy problem**
- **Students publish professional articles**



Why Georgetown?



- **Top-ranked national university**
- **Flexible, IG-focused program**
- **Minimum time away from the office**
- **Substantial tuition reduction**

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The Georgetown Public Policy Institute (GPPI)



- **Founded in 1990**
- **Originally part of Government Department**
- **MPP original degree: MPM in 2001**
- **Other offerings include Certificates**
- **26 core and visiting faculty**
- **Plus approximately 90 affiliated faculty**

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Curriculum



- **U.S. Public Policy Process**
- **Leadership & Innovation in Public Management**
- **Public Policy Analysis**
- **Defense & Foreign Policy**
- **Public Budgeting & Congressional Oversight**
- **Ethics & Values in Public Management**
- **Current Topics in Public Policy**
- **Capstone Presentations**



What is the Capstone Paper?



- Opportunity to analyze a policy issue
- Offer policy alternatives
- Discuss implementation strategies

- Work with faculty advisor
- 30-pages long or more
- Publishable

- Past projects range from OIG Oversight of NATO functions to creating and sustaining a diverse workforce within the Federal IG community



Who is eligible to apply?



- **DoD OIG civilian employees in GS-12 equivalent to GS-15**
- **Employees who have had a minimum of one year of employment with the DoD OIG at the start of the program – November 2011**
- **Employees subject to mandatory service retirement must ensure they are able to fulfill their Continued Service Agreement and have a minimum of two years to work after graduation from the program**
- **Other Federal oversight agencies will establish their own selection criteria**



How do I apply?



- 1. Complete an Employee Application**
- 2. Submit unopened Undergraduate and Graduate transcripts**
- 3. Submit your Resume**
- 4. Submit most recent Performance Rating of Record**
- 5. Submit a Chronological Summary of professional experiences**
- 6. Write a Statement of Purpose: 1-2 page summary detailing reason for application and expected goals**
- 7. Submit two letters of recommendation**
- 8. Complete the Employee's Continued Service Agreement – signed by you and your immediate supervisor**



1. *Employee Application Form*

**Department of Defense, Office of Inspector General
Masters of Policy Management, Georgetown University,
Program VIII, FY 2012 - FY 2013**

Please Print

Applicant's Full Name: _____

Position Title: _____

Agency: _____ Unit of Component/Assignment: _____

Mandatory Retirement Date (if applicable): _____

Work Telephone Number: _____ Fax Number: _____

Work e-mail: _____ Home e-mail: _____

Supervisor's Name: _____ Telephone Number: _____

Supervisor's Work E-mail: _____ Fax Number: _____

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1. *Employee Application Form*

(continued)



Undergraduate Degree Information

College/University: _____ Date of Completion: _____
Type of Degree: _____ Grade Point Average: _____

Graduate Degree Information (if any)

College/University: _____ Date of Completion: _____
Type of Degree: _____ Grade Point Average: _____

Military or DoD Civilian Senior Service School (s)

Senior Service School: _____ Date of Completion: _____
Type of Degree: _____ Grade Point Average: _____



2. *Transcripts*

- Obtain transcripts from any college where you earned six or more credits
- Undergraduate and graduate
- When the transcripts arrive in their sealed envelopes, keep them sealed
- **DO NOT OPEN THE TRANSCRIPTS!**

REMEMBER: Keep the envelope sealed.



3. Statement of Purpose



- **This statement should:**
 - **Tell the admissions committee about yourself, personally and professionally**
 - **Explain your interest in graduate public policy education**
 - **Explain why you merit admission to Georgetown University**



4. *Resume*



- **Resume**
 - **1 – 3 Pages**



5. *Chronological Summary*



- **Chronological Summary**
 - **List a summary of Job and Educational experiences (Limit to last 10 years)**



6. *Letters of Recommendation*



- Address letters of recommendation to Dr. Joseph Ferrara
- The first letter should be from the current supervisor
 - The current supervisor is recommended
 - Exception would be if the individual has recently started a new job
 - Acceptable to have current and previous supervisor submit a letter of recommendation
- The second letter can be from anyone



6. Letters of Recommendation (continued)



The letter(s) should address your

- **Readiness for graduate study**
- **Intellectual curiosity**
- **Key professional accomplishments**
- **Interest in public policy education**



7. *Employee's Continued Service Agreement*



Department of Defense, Office of the Inspector General Graduate Program Employee's Continued Service Agreement

1. **I AGREE that, upon completion of the Department of Defense Office of the Inspector General (DoD OIG) Graduate Program, if I receive salary during that training period, I will serve in the Department of Defense at least two (2) years from the date of graduation from the program.**
2. **If I separate from the Department of Defense before completing the period of service agreed to in item 1 above, I AGREE to reimburse the Department of Defense Office of the Inspector General for the tuition and related fees, travel, and other special expenses (excluding salary) paid in connection with this training.**
3. **I FURTHER AGREE, that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give the DoD OIG Training Support Directorate written notice of at least fifteen (15) calendar days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay such expenses incurred by the Government as are referenced in 5 U.S.C. Sec. 4108 & Sec. 4109.**

(Continued on next slide)



Employee's Continued Service Agreement



4. I understand my signature on this document acknowledges that any amount which may be due to the DoD OIG as a result of any failure on my part to meet the terms of this agreement may be withheld from any moneys owed me by the Government, or may be recovered by such other methods as are approved by law.
5. The DoD OIG has a right to recover training costs, except pay or other compensation, if the employee separates from Government service. The DoD OIG shall provide procedures to enable the employee to obtain a reconsideration of the recovery amount or to appeal for a waiver of the agency's right to recover.
6. I FURTHER AGREE that, upon completion of the DoD OIG Graduate Program, I will serve as a mentor to one or more students of the succeeding DoD OIG Graduate Program from the time they enter the program until the date of graduation.



Employee's Continued Service Agreement



7. My signature below certifies that I have read and understand its terms and that agreement does not in any way commit the Government to continue my employment.

Printed Name of Employee

Signature of Employee

Date

Signature of Supervisor

Date

Signature of David A. Cather
Chief Learning Officer

Date

Note: Contact the Training Support Directorate (TSD) if you need an Employee's Continued Service Agreement form.



What are Georgetown's academic standards?



- Undergraduate GPA of 3.0
- NO GRE required
- GU reviews the “whole” application.
- GU reviews the applicant’s personal statement for content and the individual’s writing ability



What if you have a graduate degree?



- **Submit both undergraduate and graduate transcripts and all other transcripts in which 6 or more credit hours were obtained**
- **Graduate transcripts tend to be weighted higher. They are more current and reflect a more recent indication of an individual's academic capability**



Less than 6 credits?



- Reporting below 6 credit hours is up to the applicant
- Six or more credit hours must be reported via an unopened transcript as part of the application package



May I use transfer credits?



- **No. This is a stand-alone program**

Georgetown University does not accept credits from other institutions for this program



Are there other requirements?



- **No. The 7-Part application process is the only requirement**
- **Other participating Federal oversight agencies will establish their own requirements**



What is the application deadline?



- Applicants must submit the completed application package directly to the Training Support Directorate (Attn: Shirley Gaffney)

No Later Than

April 8, 2011



Will my application package be returned to me?



- **NO. The application becomes the property of Georgetown University**
- **The application package will not be returned to the applicant**



Where do I mail my application?



Shirley Gaffney
DoD OIG, TSD
Room 410
400 Army Navy Drive
Arlington, VA 22202-4704



What is the selection process?



- 1. Applications must be submitted to the Training Support Directorate (TSD)**
- 2. The DoD OIG Selection Board will select the applicants, based on the established selection criteria.**
- 3. The Selection Board will forward the list of nominees to the Board of Directors for certification**



What is the selection process?



- 4. The Board of Directors will forward the list of nominees to the Inspector General for approval**
- 5. The approved list of nominees will be forwarded to Georgetown University for final approval**
- 6. Georgetown University will send a letter of acceptance to the applicants who have been selected by June 30, 2011**



What is the government service obligation?



- **Employees must sign a Service Obligation**
 - **5 USC Section 4108 & Sec. 4109**
- **A service obligation allows the government adequate time to recoup a return on its investment**
- **The service obligation is executed via an Employee's Service Agreement**



When do classes start?



- The first class is scheduled for

November 2011



How do classes work?



- A total of 8 classes are held for one full week each, Monday through Friday, every few months, during the 2 year period
- Students will receive the syllabus, books, and the assignments prior to the class
- A typical class will encompass:
 - Team Projects
 - Guest Speakers
 - Lectures
 - Student Presentations
- Typically, each student will do:
 - Readings prior to class
 - One written assignment during the class week
 - A second written assignment that will be due the week after class is finished.



Where are Classes Held?



- **Class locations**
 - **Georgetown's Clarendon Campus**
 - **Georgetown's Main Campus**
 - **Capitol Hill**

- **Most classes are held at**
 - **Georgetown's Clarendon Campus**
3101 Wilson Boulevard, 2nd Floor
Arlington, VA

 - **Georgetown's Main Campus**
Washington, D.C.



Availability of on-line classes?



- **A key strength of this program is the class environment.**
- **The interpersonal dynamics are a critical element to learning at the graduate level.**
- **On-line classes are not available.**



Availability of the instructors?



- **Instructors are available as if you are on campus**
- **All students will have instructor contact information.**
- **Each student will be assigned an academic advisor**



Is the application, "Blackboard" available?



- **Yes. Blackboard is occasionally used.**
- **Routine e-mail is the primary tool for passing information to/from instructors and students.**
- **A Georgetown University Website dedicated to Program VIII will be used for administrative communications such as:**

Syllabus

Readings

Assignments

Meeting updates



Can I miss class?



Basically, the answer is **NO!**

- **Class dates are published well in advance**
- **Plan leave and work travel around classes**

"Prior Planning Prevents Problems"



What if I cannot change mission travel?



- The key is to inform Georgetown **AND** your agency of a mission or other emergency absence
- Informing your Agency is not the same as informing Georgetown
- The academic requirements will be coordinated on a case-by-case basis

Absences are the ***EXCEPTION***--Not the rule



How are inclement weather and other contingencies handled?



■ Weather

- If the Federal Government in Washington, D.C. closes or announces “unscheduled leave”, class is automatically cancelled for that day
- Missed classes will be rescheduled and students will be informed

■ Contingencies

- The instructor will make arrangements with the student in cases of family emergencies, health problems, etc.



How do you balance job, class and family?



- **Time management is the key to success**
- **Focus on a 3-week process**
 - **A week to read all the material**
 - **A week for class**
 - **A week to write a paper for the class**
- **The goal is one class per calendar quarter**
- **These time targets will vary by class**



Critical dates!

- **NLT April 8, 2011 – DoD OIG applicants submit their application to the Training Support Directorate (Attn: Shirley Gaffney)**
- **June 30, 2011 -Georgetown sends letters of acceptance to the students who have been admitted into the program**
- **November 2011 - First class is conducted**
“U.S. Public Policy Process”



Points of Contact



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