

Department of the Army Civilian

Frequently Asked Questions

APPLYING FOR THE PROGRAM

Who can apply for the program? Department of the Army (DA) civilians between the grades of GS-5 and GS-9 currently employed at U.S. Army Medical Command (MEDCOM) or one of its subordinate commands/medical facilities.

What are the education requirements to apply for the program? Applicants must have a Bachelor's degree in a liberal arts field with an overall undergraduate grade point average of 3.0 on a 4.0 scale.

What are examples of Bachelor's degrees that are acceptable? Liberal arts degrees include social work, sociology, psychology, and criminal justice. Applicants must have completed all prerequisite classes including undergraduate coursework in the humanities, 18 semester hours of social and/or behavioral sciences, and three (3) semester hours of human biology.

What is the minimum Graduate Record Examination (GRE) score that I will need to apply for the program? I previously took the GRE, how old can the score be? The minimum GRE score for admission in the Army Master of Social Work program is 850. All applicants must have taken the GRE and test scores cannot be more than five (5) years old. **Note: The current GRE scoring scale will change on 1 August 2011. The minimum score will then be changed to reflect the scoring change.

I have been out of school for a long time do you have suggestions on how to study for the GRE? Most local and military public libraries have books with GRE practice exams that can be borrowed. Also search the internet for sites that have free on-line practice exams. There are also paid prep courses that you may pursue if you do not find the aforementioned options sufficient for your needs.

I already have a graduate degree and I would like to know if you would waive the GRE requirement in my case? The GRE is a non-waiverable requirement that all applicants to this Army funded MSW program must take.

SELECTION FOR THE PROGRAM

After I submit the required paperwork, how soon can I expect to be notified if I am selected and how will I be notified? You can expect to be notified approximately 45-60 days after the closing date. Selectees will receive two letters; one from Fayetteville State University notifying

of admittance to the school and a welcome letter from the Army – Fayetteville State University MSW Program director.

Will moving expenses be paid? Yes, the move to Fort Sam Houston, Texas will be considered a Permanent Change of Station (PCS) and moving expenses will be paid to San Antonio. Expenses will include POV mileage, lodging, and meals while in transit. Lodging and meals in San Antonio will be allowed for up to 30 days. A miscellaneous expenses allowance will be authorized for unaccompanied students (\$500) and accompanied students (\$1,000).

Can I bring my family? Yes, the PCS does include funding for moving authorized family members. Authorized family members include spouses and children under the age of 21.

What other information do I need to know about the PCS? Use of Do-It-Yourself (DITY) moves are not authorized for DA civilians. Transportation arrangements for household goods must be made through the Army Transportation Office. After completion of travel, DD Form 1351-2, Travel Voucher and DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE) must be completed and submitted to Defense Finance and Accounting Services (DFAS).

What is a DD Form 1351-2, Travel Voucher? What information is required for this form? The DD Form 1351-2 is used to claim expenses paid for mileage, lodging, and meals while enroute to Fort Sam Houston, and the miscellaneous expense allowance. Traveler must submit receipts for lodging and all receipts over \$75.00.

What is a DD Form 2912, Claim for Temporary Quarters Subsistence Expense? What information is required for this form? The DD Form 2912 is used to claim actual expenses paid for lodging and meals after arrival at the PCS location. Expenses documented include a daily entry of actual expenses for lodging, breakfast, lunch, and dinner.

What commitments do I incur for attending this program? You must sign mobility and continued service agreements that obligates you to work for the U.S. Army for three (3) years following completion of the requirements for the MSW degree. The mobility agreement also states that you understand that your follow-on assignment, after completing the requirements for the MSW, is based on the needs of the Army. You will receive structured clinical social work supervision under an independently licensed clinical social worker during the first 24-months of your 36-months service obligation. This structured supervision will enable DA civilian graduates to meet most state licensing requirements for independent practitioner licensing.

DURING THE PROGRAM

What will be provided to me as a student? All students receive a laptop during the in-processing phase of the program. In addition, students receive a small stipend to assist with

textbook expenditure. Students also receive limited assistance with in-class printing supplies, to include the ability to print certain documents in the local library at the AMEDD Center & School.

What expenses would I expect to incur while in the program? Students are responsible for the cost of textbooks and other supplies (paper, notebooks, pens, etc.). Students are also responsible for all living expenses.

Can I take leave during the program? What other time off is authorized? Students are permitted to take two weeks of leave during the holiday schedule in December/January and one week during Spring Break. All federal holidays are observed, and leave is authorized on some training holidays.

How does the follow-on assignment process work? Will I be able to select my follow-on location? Can I return to the post where I was prior to entering the program? The needs of the Army are the basis of follow-on assignments. Assignments will be to Army hospitals that have difficulty filling social worker positions. The list of hard-to-find posts changes frequently, so there is no guarantee that students will be able to return to their prior duty station. When feasible, students will be given several posts to choose from; however, due to needs of the Army students may be assigned to a post without given other options.

If my husband is active duty will that be taken into consideration for assignments? The MEDCOM will make every effort consider the needs of you and your family in selecting the location for your follow-on assignment. Unfortunately, there is no joint domicile program for DA civilians and their active duty spouses. There is no guarantee that students will be assigned to the same duty station as their active duty spouse.

How long, prior to graduation, will it be before I know where I will be moving? Students should know their projected follow-on assignment at least 4-6 months prior to graduation. However, DA civilian students cannot officially begin the hiring process until they have successfully completed the requirements for the MSW degree.

FOLLOWING THE PROGRAM

Do I have to take a licensure exam after I graduate? If so, who incurs the costs? All students in the program will take the Licensed Master of Social Work (LMSW) exam prior to beginning 24-months of structured supervision (Phase 2). The cost of the LMSW exam will be paid by the Army Medical Department; however, students must pay to take the independent practitioner licensing exam (licensed clinical social work exam or LCSW) cost in the state of their choice during Phase 2, structured supervision.

Will moving expenses be paid to my follow-on assignment? Yes, the move will be considered a Permanent Change of Station (PCS) and moving expenses will be paid. Expenses will include POV mileage, and lodging and meals while in transit. Lodging and meals at the new duty station will be allowed for up to 30 days. A miscellaneous expenses allowance will be authorized for unaccompanied students (\$500) and accompanied students (\$1,000).

Do I have to pay for my family to move with me to my next assignment? Your PCS includes funding for moving authorized family members. Authorized family members include spouses and children under the age of 21.

What other information do I need to know about the PCS? Use of Do-It-Yourself (DITY) moves are not authorized for GS civilians. Transportation arrangements for household goods must be made through the Army Transportation Office. After completion of travel, DD Form 1351-2, Travel Voucher and DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE) must be completed and submitted to DFAS.

What is a DD Form 1351-2, Travel Voucher? What information is required for this form? The DD Form 1351-2 is used to claim expenses paid for mileage, lodging, and meals while enroute to the new duty station, and the miscellaneous expense allowance. Traveler must submit receipts for lodging and all receipts over \$75.00.

What is a DD Form 2912, Claim for Temporary Quarters Subsistence Expense? What information is required for this form? The DD Form 2912 is used to claim actual expenses paid for lodging and meals after arrival at the new duty station. Expenses documented include a daily entry of actual expenses for lodging, breakfast, lunch, and dinner.

Will I be a GS-9 upon graduation? When will I be promoted to GS-11? Students will be assigned as a GS-185-09, Social Worker at their new duty station, after graduating Phase 1 of the MSW Program. Promotion to GS-11 will be considered after your independent licensure supervision requirements have been met and you have passed the LCSW exam.

I have to sign a statement agreeing to work for the U.S. Army for three (3) years following completion of the program. What is the repercussion if I leave federal service before I complete the service obligation? Leaving federal service prior to completion of the three year service obligation would require a partial/prorated repayment of educational and moving expenses.