



## U.S. Army Acquisition Support Center (USAASC) 2010 School of Choice (SoC) Program Announcement

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**Opening Date: March 12, 2010**

**Closing Date: May 3, 2010**

**Board Date: May 17, 2010**

**Notifications made to selectees: start June 28, 2010**

**Classes to start no earlier than August 2, 2010**

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### **Attention Applicants**

**You should read and understand all requirements of the SoC program prior to submission of an application**

The USAASC is pleased to announce the offering of the 2010 SoC program. The USAASC will sponsor students to participate in the program based on eligibility and application criteria as well as the availability of funds.

### **GENERAL PROGRAM INFORMATION**

The SoC program is a highly competitive 18-24 month **full-time** degree granting program that provides civilian members of the Acquisition, Logistics, and Technology (AL&T) workforce an opportunity to keep their current acquisition position while completing a Bachelors or Masters degree during duty hours. Applicants must be certified for the position they currently encumber and this must be documented on the Acquisition Career Record Brief (ACRB) before the submission of a SoC program application. Full-time program status is defined by enrolling and attending a minimum of four courses each semester or quarter, regardless of the university's full-time definition. If the applicant or school of choice cannot accommodate this rigorous course load, applicants should not apply. The SoC program is restricted to colleges and universities that are nationally accredited and offer degree programs in Business or disciplines that directly support acquisition functions as outlined in the Defense Acquisition University catalog for acquisition certification. Schools must be located within the applicants' local commuting area (no more than 50 miles) or provide web based programs. For Bachelor degrees, each student must take a minimum of four courses per semester. Each course will not be funded above \$1,550 for tuition and \$150 for books. The maximum total funding allowed through the SoC program for a Bachelors degree is 20 courses or 60 credit hours. For Master degrees, each student must take a minimum of four courses per semester. Each course will not be funded above \$2,050 for tuition and \$150 for books. The maximum total funding allowed through the SoC program for a Masters degree is 15 courses or 45 credit hours. Funding above these thresholds will not be considered. Travel expenses and prerequisite course work will not be funded. In any semester and term where the student has less than the minimum required courses to complete a degree, the student is considered

part-time and should report back to duty while completing the degree. In addition, participants must maintain a grade of at least a "C" in all undergraduate courses and a "B" in all graduate courses. Participants must reimburse the program in full for all failed, withdrawn, or incomplete courses before proceeding with additional courses. Two failures, withdrawals or incompletes from a SoC program funded course(s) will result in removal from the SoC program with a one year restriction on reapplying.

## **WHO MAY APPLY**

The SoC program will support the completion of a Bachelors or Masters degree for civilian AL&T workforce members GS-11 through 15 and pay band equivalent within a Demonstration Project or the National Security Personnel System and who have met their current position certification requirements. The target audience for the SoC program is the best performing workforce members who have been identified by their supervisor as demonstrating the potential for positions of increased responsibility and their lack of education is impeding their career progression. Applicants who do not meet this criteria or cannot take the minimum required courses each semester or quarter should apply for part-time tuition assistance through the Acquisition Tuition Assistance Program (ATAP): <http://asc.army.mil/career/programs/atap/default.cfm>.

### **Bachelors applicants must:**

- Request an official transcript from the accredited college or university that will validate 60 credit hours of completed courses with a grade point average of 3.0 or better on a 4.0 academic scale and upload in the Army Acquisition Professional Development System (AAPDS) before the closing date of the announcement. Those applications submitted without a 3.0 grade point average or higher will not be considered.
- Obtain an official letter of acceptance dated within one year of the SoC program application submission deadline date. Note: Conditional and outdated letters of acceptance will not be honored.
- Enroll and take courses at an accredited college or university toward completion of a business or acquisition-related degree program of study
- Meet all of the requirements as outlined in the USAASC SoC program policy: <http://asc.army.mil/policies/PoliciesProcedures.cfm>.

### **Masters applicants must:**

- Request an official transcript from the accredited college or university that will validate being a 4-year graduate with a grade point average of 3.0 or better on a 4.0 academic scale and upload in AAPDS before the closing date of the announcement.
- Complete GMAT, GRE, or prerequisite course work prior to applying for the SoC program. Testing and subsequent graduation fees are not funded by the SoC program.
- Obtain an official letter of acceptance dated within one year of the SoC program application submission deadline date. (NOTE: Conditional and outdated letters of acceptance will not be honored).

- Enroll and take courses at an accredited college or university toward completion of a business or acquisition-related degree program of study.
- Meet all of the requirements as outlined in the USAASC SoC program policy: <http://asc.army.mil/policies/PoliciesProcedures.cfm>.

## **HOW TO APPLY**

The SoC program application is an automated process using AAPDS. To access AAPDS, please log in to the Career Acquisition Management Portal, <https://rda.altess.army.mil/camp/>. Once you login, click “Career Acquisition Personnel and Position Management Information System (CAPP MIS)”. Once in CAPP MIS, click the “AAPDS” tab, then select the “Application Module” link and select the SoC program announcement.

### **REQUIRED APPLICATION DOCUMENTS IN AAPDS:**

- Resume- Applicant must upload a current Resume in AAPDS. Note: All Resumes must include current job duties or risk not being considered.
- Individual Development Plan (IDP) Academic Plan- Each individual course requiring SoC program funding must be entered in the Education Plan section of the IDP and approved by your supervisor. Applicants should pay particular attention to the proper fiscal year dates for curriculum funding. The SoC program funding year runs concurrently with the fiscal year dates for curriculum funding. Applicants must choose “AETE” as the Planned Funding Source for each course listed in the IDP. Applicants must show the tuition cost for each course on the IDP. Applicants must ensure that the requested degree and required courses are business or acquisition related. Electives chosen must be acquisition or degree related for SoC program funding. A list of disciplines that are considered acquisition-related is outlined in the Defense Acquisition University catalog for certification requirements within acquisition career fields. Examples of non-acquisition degree and related courses are Art, History, Astronomy, Meteorology, and Physical Education among others. If an application is submitted with outdated IDP courses, dates or no tuition costs, the application will not go before the review board.
- Statement of Interest- Applicant must describe in 1,500 characters or less, (1) Why you want to be a participant in this degree opportunity, and (2) What benefits the organization and the Army will receive upon your graduation.
- Post Utilization Plan- Applicant’s supervisor must describe in 1,500 characters or less the applicant’s demonstrated potential for positions of increased responsibility, how their lack of education has impeded their career progression, and the utilization and benefits of the completed degree to the organization and the Army. This endorsement must be physically signed by the supervisor and uploaded into the AAPDS. (NOTE: This document endorses the applicant’s participation, if selected).
- Official transcript- Applicant must upload in AAPDS the transcripts from a completed degree and/or in progress that will clearly demonstrate the specific requirements: Bachelors-completion of 60 credit hours and a grade point average of a 3.0 or better on a 4.0 academic scale or Masters-completion of a 4-year degree from an accredited university with a grade point average of a 3.0 or better on a 4.0 academic scale.

- Official letter of acceptance- An official letter of acceptance from the accredited college or university dated within one year of the SoC program application submission deadline date. (NOTE: Conditional and outdated letters of acceptance will not be honored).
- Continue in service agreement- Applicant must agree to serve in the Department of Defense at least 3 years after the completion of the SoC program or risk government reimbursement. Applications without a signed and dated continue in service agreement, [http://www.cpol.army.mil/library/train/catalog/acs\\_form.pdf](http://www.cpol.army.mil/library/train/catalog/acs_form.pdf) will be deemed incomplete and will not go before the review board.
- ACRB- Applicant must provide current and accurate data (Education, Training, Experience, applicant and supervisor contact information) If information listed on the ACRB is outdated or inaccurate, the SoC program application will be deemed incomplete and not sent to the review board. If assistance is required in non-editable areas of the ACRB, contact an Acquisition Career Manager (ACM) in your local region, <http://asc.army.mil/contacts/acms.cfm>

### **ADDITIONAL INFORMATION AND GUIDANCE**

- Start all courses in the SoC program application on or after August 2, 2010. (NOTE: SoC program will not provide funding for courses starting before this date).
- Ensure the SoC program application is saved in AAPDS prior to contacting your local ACM, if application support is required.
- Submit application two weeks prior to the closing date of the announcement to allow for modifications and resubmission.
- Contact the SoC Program Manager, Veronica Gonzalez, [veronica.gonzalez1@us.army.mil](mailto:veronica.gonzalez1@us.army.mil), 703-805-1238 or DSN 655-1238 for additional SoC program questions.