

ARMY
ACQUISITION EDUCATION, TRAINING AND EXPERIENCE PROGRAM
POLICY/PROCEDURES
November 18, 2002

References:

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.
- b. DoD Directive 5000.52, "Defense Acquisition, Education and Training Program," October 25, 1991.
- c. DoD 5000.52-M, "Career Development Program for Acquisition Personnel," Change 1, March 21, 2002.
- d. DoD 5000.58, "Defense Acquisition Workforce," Change 3, January 13, 1996.
- e. AR 70-1, "Army Acquisition Policy," December 15, 1997.
- f. DA PAM, 70-3, "Army Acquisition Procedures," July 15, 1999.
- g. Army Acquisition Education, Training and Experience Catalog on the Acquisition Support Center homepage.
- h. Assistant Secretary of the Army (Acquisition, Technology and Logistics) Policy on Continuous Learning for the Department of Defense Acquisition, Technology, and Logistics Workforce, September 13, 2002.

A. PURPOSE.

This document establishes the policy and the procedures for application and selection for Army Acquisition Corps (AAC) funded learning opportunities found in the Acquisition, Education, Training and Experience (AETE) Catalog. This document supercedes the Acquisition Education, Training and Experience Program Policy/Procedures dated July 19, 2001.

B. SCOPE.

This document applies to military and civilian personnel assigned to positions designated as Army Acquisition and Technology Workforce (A&TWF) who apply to the AETE Selection Board.

C. RESPONSIBILITIES.

1. Deputy Director, Acquisition Career Management (DDACM). The DDACM has oversight and control of the AETE Program and is the convening authority for the AETE Selection Board.

2. Acquisition Support Center (ASC). The ASC, acting in behalf of the DDACM, is responsible for policy development and oversight of the AETE Program, to include development and oversight of funding requirements and expenditures, publication and electronic update of the AETE catalog, publication of the Memorandum of Instruction (MOI) to the AETE Selection Board, and dissemination of career development information through various channels. Additionally, the ASC maintains Transients, Trainees, Holders and Students (TTHS) Table of Distribution and Allowances (TDA) authorizations and provides resource management support to students.

3. Acquisition Management Branch (AMB), U.S. Total Army Personnel Command (PERSCOM). The AMB is responsible for organizing, advertising, conducting and issuing the results of the AETE Selection Boards.

4. Acquisition Career Management Advocates (ACMA). ACMA's are responsible for ensuring acquisition information relevant to the AETE Program is made available to the commands/organizations to which they are assigned.

5. Regional Directors. Regional Directors are responsible for identifying needs and ensuring acquisition information relevant to the AETE program is made available to the commands/organizations, ACMA's and Acquisition Career Managers within their regions. Regional Directors work with organizations to fill temporary vacancies resulting from Long Term Training (LTT) (120 days or more) with A&TWF members seeking developmental assignments or cross-functional training.

6. Acquisition Career Managers (ACMs). ACMs are responsible for the day-to-day career guidance, counseling, and dissemination of AETE opportunities and assistance with applications. Upon request, the ACMs review and update the Acquisition Career Record Brief (ACRB) prior to submission to the board. (See ASC homepage for a list of ACMs, <http://asc.rdaisa.army.mil>.)

7. Supervisors/Organizations.

a. Supervisors are responsible for review and approval of the Individual Development Plan (IDP) of A&TWF members. Supervisors are also responsible for approving continuous learning points earned through participation in AETE opportunities and documented on the IDP by the individual. (The IDP may be found on the ASC homepage under the “Career Management Division” button.)

b. The command, the supervisor and the senior rater have a shared responsibility to ensure the individual is released from work to participate in the selected opportunity. Supervisors of individuals who are selected for training and are not allowed or are unable to attend for any reason must provide the ACM listed on the letter of selection with written notification of the reason for non-attendance prior to the date the training commences. The ACM will forward the notification to the DDACM.

c. The organization is responsible for notifying the Director, ASC, if an employee fails to complete the obligated service period specified on the Continued Service Agreement. In the event the employee moves to another organization, the supervisor is responsible for notifying the gaining organization that a service obligation agreement is in effect.

8. Senior Raters. Senior raters are responsible for completing the Senior Rater Potential Evaluation (SRPE) for acquisition workforce members requiring this document as a part of the application for the AETE Selection Board. For those applicants not requiring a SRPE, it is highly recommended that the senior rater provide a written endorsement of the applicant’s potential for higher responsibilities.

9. Applicants: Applicants to the AETE Selection Board are responsible for the following:

- a. Determining acquisition career development needs and obtaining assistance from ACMs and/or supervisor, as required.
- b. Documenting career development needs on the IDP and obtaining supervisory approval of the IDP.
- c. Preparing and submitting the AETE application package in accordance with applicable instructions.
- d. Applying for and receiving acceptance to training institutions.
- e. Making reservations for lodging accommodations and travel.
- f. Notifying the supervisor if attendance must be changed for any reason.

D. POLICY.

1. An AETE Selection Board will be held annually. If funding permits, an additional selection board may be held later in the fiscal year.
2. A second Baccalaureate degree and a second Master's degree will not be funded. This applies regardless of the discipline or the source of funding for the first degree.
3. Applications for more than one AETE opportunity may be submitted but an applicant may only be selected for one; therefore, applications should be prioritized.
4. Applicants must meet all "special requirements" and/or category limitations stipulated for a specific opportunity in the AETE Catalog; e.g., Corps Eligible status with level III certification; Army Acquisition Corps membership with level III certification, etc.
5. Prerequisites for required courses will not be funded. Prerequisites must be taken prior to commencement of long term training (LTT) for degree completion.
6. Electives that are not degree or job related will be funded only when required as a part of the curriculum for the degree being sought; the student must provide verification of the requirement from the university. If degree or

acquisition related electives are an option, these must be taken rather than electives that are not degree or acquisition related; e.g., a business course vs. a physical education course.

7. Personnel must have met their position certification requirements or be level III certified in an acquisition career field to be eligible to apply for AETE opportunities. Position certification is a condition of employment; therefore, Defense Acquisition University training to obtain certification should be given priority over other training needs.

8. Individuals admitted to a degree producing program must achieve the degree within the timeframe specified in the AETE Catalog.

9. Applicants for the School of Choice program and the Naval Postgraduate School **must have a letter of acceptance** from the requested school for the course of study and timeframe for which they applied **before applying to the AETE Selection Board**.

10. Students admitted to degree producing programs must provide a copy of their academic grade report to their Regional ACM upon completion of each quarter/semester. Undergraduate and graduate students must receive a "B" or better for each course funded. Students who fail to achieve the minimum grade will be required to reimburse the ASC.

11. Resident attendance at the Naval Postgraduate School (NPS) PMT 815, Acquisition and Contract Management, and PMT 816, Systems Acquisition Management, will not be offered unless NPS distance learning for these courses is not available in the applicant's commuting area.

12. Attendance must commence in the same fiscal year as that designated on the AETE announcement. Deferrals will be considered by the DDACM on a case-by-case basis and only under extenuating circumstances. Deferrals must be requested in writing and sent through the AMB to the DDACM. More than one deferral for a particular opportunity will not be considered.

13. Assignment upon completion of LTT is based on the objectives in the IDP. It is desirable that the individual assume a position of increased responsibility or one that will benefit from the training acquired. If a Permanent Change of Station (PCS) is required upon completion of training, the AAC will fund.

14. Funding for School of Choice is limited to \$1,000 per course for an undergraduate degree and \$1,700 per course for a graduate degree. The ASC will pay for books (limited to \$100 per course), tuition, and lab fees. All other fees, to include prerequisite tests (e.g., GRE, GMAT), parking, and graduation fees are the responsibility of the student. A waiver of the funding limitation may be requested when all schools in the commuting area that offer the required degree exceed the limitation. School of Choice must be located within the commuting area of the student. **TDY and travel will not be paid for School of Choice unless there is absolutely no accredited school within the area.**

15. Travel is authorized in accordance with the Joint Travel Regulations to location of training and return to duty station upon final completion of training. Rental cars are not authorized. If students travel by privately owned vehicle, in and around travel at the temporary duty site is not authorized.

16. No shipments are authorized other than for shipment of books to duty station upon completion of school assignment.

17. No temporary storage of household goods or other storage is authorized unless the student is overseas and training eliminates the designated living quarters allowance.

18. Backfills for students in LTT will not be funded.

19. Rotating Product/Project Managers attending LTT opportunities will be placed against a Transients, Trainees, Holders and Students (TTHS) position on the ASC TDA. For these students, the ASC will be responsible for leave and attendance records and salary.

20. All other students will remain on the home organization's TDA. The student's home organization is responsible for administration of leave and maintenance of leave records. It is the responsibility of the student to ensure the home organization is aware of recess periods and leave taken at the training site. Annual leave will be charged if the student does not return to his/her position during any recess periods unless prior approval is obtained to use such time for training related study or research. Sick leave will be taken for days missed due to illness.

21. If funding becomes available, selectees on the alternate list will be notified individually that they have been activated. Selectees on the alternate list who are unable to attend training due to funding constraints during the fiscal year for which selected must reapply.

22. Selectees for non-Government training in excess of 80 hours or long term training and developmental programs in excess of 120 calendar days must complete a Continued Service Agreement before assignment to the training. Supervisors will ensure the selectee is informed, in advance, of the obligation. A signed copy of the agreement must be maintained in the organizational case file. If the employee fails to complete the obligated service period, action will be taken by the ASC to recover training costs.

23. In the event the on-line version of the AETE Catalog and the hard copy of the Catalog vary, the on-line version will be authoritative source.

E. PROCEDURES.

1. AMB organizes and announces the AETE Board.
2. Applicants ensure the requested opportunity is documented on the IDP and approved by the supervisor. (NOTE: When required, the IDP is used in place of the Post Utilization Plan to document the objectives of a course and the benefits to be derived.)
3. Applicants prepare the application package in accordance with the AETE announcement. All documents required by the announcement must be included.
4. AMB collects applications and screens for completeness and eligibility.
5. AMB provides the DDACM with the number of applicants for degree completion and the number of applicants for all other training.
6. AMB establishes and conducts the AETE Selection Board. The Board reviews applications as outlined in the DDACM's Memorandum of Instruction (MOI).

7. AMB provides the DDACM with the Relative Standing Lists (RSL) established by the Board, to include an RSL and alternate list for LTT and an RSL and alternate list for other training.

8. The DDACM approves the RSLs based on availability of funding.

9. Upon approval of the RSLs by the DDACM, AMB telephonically notifies selectees on the primary list and the alternate list; telephonic notification is followed up by a letter of acceptance. A separate letter of notification of acceptance is sent through the command with copy furnished to the appropriate Regional Director. AMB sends a standard letter of non-acceptance to applicants who were not selected.

10. Selectees complete all the applicable requirements listed under paragraph C., 9.

11. Upon completion of training, selectees provide the ASC with an evaluation of training form.

F. EFFECTIVE DATE AND IMPLEMENTATION.

This document is effective immediately.

//original signed//

MARY FULLER
Colonel, SC
Deputy Director
Acquisition Career Management