

**DEPARTMENT OF THE ARMY
ACQUISITION, LOGISTICS AND TECHNOLOGY (ALT) NONCOMMISSIONED
OFFICER EDUCATION PROGRAM (ALT NCOEP)
POLICY AND PROCEDURES**

1. **REFERENCES:** SEE APPENDIX 1.
2. **APPLICABILITY AND SCOPE:** This document applies to Active Component Acquisition, Logistics and Technology (ALT) 51C Noncommissioned Officers (NCOs) seeking to complete a degree program that will enhance their performance as Contracting NCOs.
3. **PURPOSE:** This document establishes the policy and procedures for active component ALT NCOs in the contracting workforce (Career Management Field (CMF) 51 and Military Occupational Specialty (MOS) 51C) to pursue education programs on a full-time basis through the ALT NCO Education Program (ALT NCOEP). The ALT NCOEP will provide opportunities for 51C NCOs to complete their baccalaureate or master's degree while continuing to receive their full pay and authorized benefits. Our goal is for 51C NCOs to obtain the business hours required for contracting positions, contracting certification and/or gain Army Acquisition Corps membership.
4. **BACKGROUND:** 51C NCOs must meet specific education, training and experience requirements to obtain contracting certification. ALT 51C NCOs must also complete their Noncommissioned Officer Education System (NCOES) requirements, at their current rank and complete mission essential training prior to submitting a request to participate in the ALT NCOEP.
5. **POLICY:**
 - a. Noncommissioned Officers are encouraged to pursue their undergraduate degree by taking advantage of the Army's Tuition Assistance Program. The Army can assist 51C NCOs in the degree completion process by approving up to 12 months of full-time attendance at a college or university. The ALT NCOEP authorizes 51C NCOs to attend an accredited university on a full-time basis to complete an undergraduate or graduate degree in a business-related discipline. Extensions to the program length will require approval from the United States Army Acquisition Support Center (USAASC) and Army Human Resources Command (AHRC). There are two options available for pursuing a degree through the ALT NCOEP: the Army's Degree Completion Program (DCP) or the Advanced Civil Schooling (ACS) Program. Through the DCP, 51C NCOs attend school full-time and are responsible for all costs associated with the degree. The Montgomery GI Bill (MGIB), Veterans Educational Assistance Program (VEAP) and student loans can be used while in DCP. NCOs attending school through the ACS Program will attend full-time and the Army will fund tuition costs. Students are responsible for book costs.
 - b. Two selection panels will be conducted each year by USAASC and the Acquisition Management Branch (AMB) of AHRC (usually in April and August). Individuals must be selected to attend school approximately 6-12 months prior to their

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proposed start date of school. The primary zone of consideration for participants is the 10th through the 17th year of service (ranks Staff Sergeant through Master Sergeant).

c. Participants in the ALT NCOEP are required to attend school on a full-time basis (including summer sessions) and complete their degree in the shortest amount of time possible. The DCP and ACS Programs require that NCOs attend school in a resident status; distance learning and on-line courses are approved only on a case-by-case basis. The program length will vary based on the individual NCO's prerequisite requirements and required course load. NCOs incur an Active Duty Service Obligation (ADSO) for participating in the program. The computation of ADSO is three days of active duty service for each day in the degree program.

6. **ELIGIBILITY REQUIREMENTS:** To participate in the ALT NCOEP, 51C NCOs should meet the following criteria:

- A strong military file and potential for promotion.
- In the rank of Staff Sergeant through Master Sergeant.
- Complete at least Level I accreditation/certification training.
- Updated Individual Development Plan and compliance with Continuous Learning Points Policy.
 - (For Bachelor's degree only) Completed a minimum of 85 credit hours toward their undergraduate degree.
 - No more than 17 years active Federal service upon entry into the DCP/ACS Program.
 - An undergraduate Grade Point Average (GPA) of 2.5 or higher.
 - (For Master's degree only) Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores with a minimum score of 500 in the quantitative and verbal categories and a 4.0 or higher in the analytical category. Test scores must be no more than five years old. This may be waived if the college or university fully accepts the NCO without the scores.
 - Completed a minimum of 24 months acquisition experience prior to starting the NCOEP. (Preferred)

7. **SELECTING THE SCHOOL/PROGRAM:**

a. NCOs must attend regionally accredited undergraduate and graduate schools. In addition, the specific degree program of study must directly support Army Acquisition Corps mission requirements. NCOs are encouraged to negotiate reduced tuition rates for their degree program whenever possible. Tuition costs for the education programs (for a one year period) are divided into three categories: Low: \$0-\$20,000; Medium: \$20,001-\$35,000; High: \$35,001-\$45,000. High cost schools will be considered only on a case-by-case basis. Undergraduate students are expected to take a minimum of 15 hours per semester; graduate students will take 12 hours per semester. Any changes in the number of credit hours taken per semester must be coordinated with the 51C NCO

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Assignment Career Manager and the AMB ACS Program Manager. The maximum period of time for attending school on a full-time basis is 18 months. NCOs are encouraged to complete the program within 12 months.

b. With the DCP, applicants must complete a portion of their degree requirement through off-duty studies prior to applying to attend school on a full-time basis. DCP selectees are responsible for all expenses associated with their degree including tuition costs, fees and books. Financial assistance may be available to the student through the MGIB, VEAP or student loans.

c. Under the ACS Program, the Army pays all tuition costs, but the student is responsible for book costs. There are no provisions to permit students to pay tuition "out of pocket" to make up the difference in tuition costs in order to attend a higher cost college or university.

d. Individuals are responsible for contacting universities they list on the DA Form 1618 (Application For Detail As Student Officer At A Civilian Educational Institution Or At Training With Industry) and completing all paperwork required by the college or university to gain acceptance. When a decision is reached, the school will generate a letter of acceptance to the NCO; a copy of the letter is to be included in the application packet submitted to a selection panel.

8. SUBMISSION OF THE APPLICATION PACKET:

a. ALT 51C NCOs interested in pursuing a degree on a full-time basis should submit an ACS application to one of the scheduled selection panels announced on the U.S. Army Acquisition Support Center (USAASC) website. Individuals are encouraged to submit their application to a selection panel meeting approximately 6-12 months prior to their proposed start date of school. USAASC will hold the selection board, but AHRC will provide final approval for 51C NCOs selected to pursue degree programs.

b. DCP applications should be either emailed to the following email address: usaacs.51dcp@conus.army.mil; or mailed to: U.S. Army Acquisition Support Center (USAASC), ATTN: 51C Proponent Officer, 9900 Belvoir Road, Building 201, Fort Belvoir, VA 22060.

c. An ALT NCOEP application packet (to pursue a degree through either the DCP or ACS Program) consists of:

- DA Form 4187, Personnel Action. The 51C NCO is responsible for completing the form through Section IV. In Section III, the NCO will check the "Other" block and specify "ALT NCOEP." In Section IV, the two statements in quotations below are required:

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i. "Request approval to complete a (indicate either bachelor's or master's) degree program through the (indicate either DCP or ACS) Program."

ii. "If selected for the DCP or ACS Program, I agree that upon completion of the education or withdrawal or removal from the program, I will serve on active duty for a period equal to three times the length of schooling unless sooner relieved for the convenience of the Army. Service obligation will be computed in days per AR 350-100. I also agree to be responsible for school expenses not covered by the DCP or ACS Program."

iii. In Section V, the "Recommend Approval" block must be checked, and the form must be signed by the Battalion Commander (O-5).

- DA Form 1618, Application for Detail as Student Officer at a Civilian Educational Institution.

- Official transcripts from all universities attended (to include all Defense Acquisition University (DAU)/ Army Logistical Management College (ALMC)/ Army Logistics University (ALU) transcripts).

- Copy of GRE or GMAT scores (if applicable).

- A letter of acceptance from each university listed on the DA Form 1618. The letter of acceptance (or separate memorandum from the university) must provide the following additional information:

- Name of the NCO accepted;
- Name of the degree program to be pursued;
- Length of the degree program (i.e., 33 semester hours, etc.);
- Number of prerequisite courses required;
- Number of transfer credits that will be accepted;
- Number of hours currently completed toward the degree;
- The day, month and year of registration;
- The day, month and year classes begins;
- The expected month and year of graduation;
- The cost per credit hour or per semester/quarter; and
- Whether in-state or out-of-state tuition rates will be granted.

- A program plan or similar document showing the specific courses projected for each semester.

Notes:

a. To ensure adequate funding is available for the program, cost estimates must be

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as accurate as possible. If this information is not provided in the application, 51C NCOs should expect a delay in processing of their paperwork and receiving Assignment Instructions.

b. Submit the last four Noncommissioned Officer Evaluation Reports (NCOERs) for review. For NCOERs to be considered by the selection panel, the NCOERs must be part of the application packet. *USAASC must receive all DCP or ACS packets no later than two weeks before the selection panel convenes.* For example, if the Board meets 11 February, the application packets needs to be received by 4 February and should contain the NCOERs that fall within that date.

c. A current official photo and an up-to-date Enlisted Record Brief must be on file at AHRC.

9. **EFFECTIVE DATE AND IMPLEMENTATION:** This document is effective immediately and remains in effect until rescinded.



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Acquisition Career Management

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APPENDIX 1. REFERENCES:

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended. <http://asc.army.mil/career/pubs/default.cfm>.
- b. Department of Defense Directive (DoDD) 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training and Career Development Program," January 12, 2005. <http://asc.army.mil/career/pubs/default.cfm>.
- c. Department of Defense Instruction (DoDI) 5000.66, "Operation of the Defense Acquisition Technology and Logistics Workforce Education Training and Career Development Program," December 21, 2005. <http://asc.army.mil/career/pubs/default.cfm>.
- d. Department of Defense Desk Guide for "Acquisition, Technology and Logistics Workforce Career Management" January 10, 2006. http://www.acq.osd.mil/dte/docs/01-10-06_ATL_Workforce_Desk_Guide_Issued_Version_with_Forms.pdf.
- e. Army Supplement to the Department of Defense Desk Guide for "Acquisition, Technology and Logistics Workforce Career Management" September 1, 2010. http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf
- f. Department of the Army, Acquisition Corps Membership Policy and Procedures, June 27, 2008; http://asc.army.mil/docs/policy/acq_career_field_cert_pdf_
- g. Department of the Army, Acquisition Career Field Certification Policy and Procedures, June 1, 2010. http://asc.army.mil/docs/policy/acq_career_field_cert.pdf.
- h. US Army Acquisition Support Center (USAASC) Certification Management System (CMS) Version 1.3, August 29, 2008. http://asc.army.mil/docs/policy/CMS_Acq_MILAMEDD_Officers_App_Instruct.pdf.
- i. Department of the Army, Noncommissioned Officers Career Field Certification and Acquisition Corps Membership Policy and Procedures, February 25, 2009. http://asc.army.mil/docs/Policy/Noncommissioned_Officer_AAC_Membership_and_Accreditation_Policy.pdf.
- j. Army Regulation (AR) 621-1, "Training of Military Personnel at Civilian Institutions", August 28, 2007.