

**DEPARTMENT OF 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 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. The ALT NCOEP authorizes 51C NCOs to attend an accredited university on a full-time basis to complete an undergraduate degree in a business-related discipline. Within the ALT NCOEP, NCOs may pursue degrees through the Army's Degree Completion Program (DCP). Through the DCP, 51C NCOs may attend school for up to 12 months and they are responsible for all costs, to include books, associated with the degree. The Montgomery GI Bill (MGIB), Veterans Educational Assistance Program (VEAP) and student loans can be used while in DCP. Extensions to the program length will require approval from the US Army Acquisition Support Center (USAASC) and US Army Human Resources Command (HRC). Noncommissioned Officers are also encouraged to pursue their undergraduate degree by taking advantage of the Army's Tuition Assistance Program.
  - b. The USAASC and HRC Acquisition Management Branch (AMB) conduct two selection panels each year (usually in January and August). Individuals must be selected to attend school approximately 6-12 months prior to their proposed school start date. 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 requires NCOs to 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 for each one day in the degree program.

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

- a. A strong military file and potential for promotion.
- b. In the rank of Staff Sergeant through Master Sergeant.
- c. Completed at least Level I Contracting accreditation/certification training.
- d. Updated Individual Development Plan and compliant with Continuous Learning Points Policy.
- e. Completed a minimum of 85 credit hours toward their undergraduate degree.
- f. No more than 15 years active Federal service upon entry to the DCP Program.
- g. An undergraduate Grade Point Average (GPA) of 2.5 or higher.
- h. Completed a minimum of 24 months acquisition experience prior to starting the NCOEP. (Preferred)

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

a. NCOs must attend a regionally accredited undergraduate school. 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. Students are expected to take a minimum of 15 hours per semester. Any changes in the number of credit hours taken per semester must be coordinated with the 51C NCO Assignment Career 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. 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. Individuals are responsible for contacting the 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 a DCP application to one of the scheduled selection panels announced on the USAASC website (<http://asc.army.mil>). Individuals are encouraged to submit their application to a selection panel that is meeting approximately 6-12 months prior to their proposed school start date. USAASC will hold the selection board, but HRC 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](mailto: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 consists of:

(1) A 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:

(a) "Request approval to complete a bachelor's degree through the DCP Program."

(b) "If selected for the DCP Program, I agree that upon completion, 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 Program."

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

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

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

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

(5) 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:

- (a) Name of the NCO accepted;
- (b) Name of the degree program to be pursued;
- (c) Length of the degree program (i.e., 33 semester hours, etc.);
- (d) Number of prerequisite courses required;
- (e) Number of transfer credits that will be accepted;

- (f) Number of hours currently completed toward the degree;
- (g) The day, month and year of registration;
- (h) The day, month and year classes begins;
- (i) The expected month and year of graduation;
- (j) The cost per credit hour or per semester/quarter; and
- (k) Whether in-state or out-of-state tuition rates will be granted.

(6) A program plan or similar document showing the specific courses projected for each semester.

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

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

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



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