

**DEPARTMENT OF THE ARMY
ACQUISITION, LOGISTICS AND TECHNOLOGY (AL&T) NONCOMMISSIONED
OFFICER DEGREE COMPLETION PROGRAM
POLICY AND PROCEDURES**

FEB 21 2014

1. **REFERENCES:** SEE APPENDIX 1.

2. **APPLICABILITY AND SCOPE:** This document applies to Active Component Acquisition, Logistics and Technology (AL&T) 51C Noncommissioned Officers (NCOs) seeking to complete a degree program that will enhance their performance as Contracting NCOs. This supersedes the policy dated on February 1, 2012.

3. **PURPOSE:** This document establishes the policy and procedures for Active Component AL&T 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 NCO Degree Completion Program (DCP). The DCP provides opportunities for 51C NCOs to complete their baccalaureate degree while continuing to receive their full pay and authorized benefits. The goal is for 51C NCOs to obtain the business hours required for contracting positions, contracting certification and gain Army Acquisition Corps membership.

4. **BACKGROUND:** 51C NCOs must meet specific education, training and experience requirements to obtain contracting certification. 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 DCP.

5. **POLICY:**

a. The DCP authorizes participants to attend an accredited university on a full-time basis to complete an undergraduate degree in a business-related discipline. Service members taking part in the DCP will do so in the minimum uninterrupted time required, normally 12 months, to complete all degree requirements. Enrollment in the DCP will not exceed 18 months. Extensions to the program length require approval from the U.S. Army Acquisition Support Center (USAASC) and U.S. Army Human Resources Command (HRC). Transferring from one degree to another is not authorized. NCOs are also encouraged to pursue their undergraduate degree by taking advantage of the Acquisition Tuition Assistance Program (ATAP). The DCP and ATAP cannot be used at the same time; Soldiers selected for both programs must choose the program they wish to use.

b. The USAASC conducts two DCP selection panels each year (usually in January and August). Applicants must be selected to attend school approximately 6-12 months prior to their proposed school start date. The zone of consideration ranges from 10 to 22 years of service (ranks Staff Sergeant through Master Sergeant).

c. Participants in the DCP are required to attend school on a full-time basis (including summer sessions) and complete their degree in the shortest amount of time

possible. Service members enrolled in DCP are required to be traditional students. DCP students may only register for distance learning courses, with prior approval of HRC (appropriate career division, AR 621-1, para 1-5b) and USAASC, if the course is a part of their academic curriculum and resident classes are not available. Courses must be accredited and count toward the student's degree. The program length will vary based on the individual NCO's prerequisite requirements and required course load. Requests for distance learning courses will be in writing and endorsed by the student's academic advisor at their school who will verify the above. Participants will incur an Active Duty Service Obligation (ADSO) for participating in the program. The ADSO will equal three times the length of schooling, computed in days, in accordance with AR 350-100.

d. The DCP will not be used in connection with Army fellowships or scholarships. Completion of requirements for a degree under a fellowship or scholarship will be in accordance with AR 621-7, to include service obligation.

e. Participants will devote themselves to full-time academic studies. Business activities are restricted in accordance with DOD 5500.7-R. With the exception of AR 621-1, paragraph 2-14d, professional and other military activities will be voluntary and will not interfere with the student's academic studies.

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

- a. Be in the rank of Staff Sergeant through Master Sergeant.
- b. Have a strong military file, potential for promotion, and future, long term service.
- c. Meet height and weight standards in accordance with AR 600-9.
- d. Have a minimum of a Secret Security Clearance
- e. Have an undergraduate Grade Point Average (GPA) of 2.5 or higher.
- f. Completed a minimum of 85 credit hours toward their undergraduate degree.
- g. Completed at least the minimum required training to obtain DAWIA level I certification in contracting.
- h. Completed a minimum of 24 months acquisition experience prior to starting the NCOEP.
- i. No more than 22 years active Federal service upon entry to the DCP Program.
- j. Updated Individual Development Plan and compliant with Continuous Learning Points Policy.
- k. Be able to fulfill their service obligation incurred by this program.
- l. Study in an academic discipline that will support CMF 51 which is part of the U.S. Army Acquisition Workforce (e.g. business related).
- m. Be on military active duty status

7. SELECTING THE SCHOOL/PROGRAM:

a. Participants must attend a regionally accredited undergraduate school. Participants 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 USAASC. The maximum period of time for attending school on a full-time basis is 18 months. Participants 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 participants 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. Applicants are responsible for contacting the universities listed 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 must be included in the application packet submitted to the DCP selection panel.

8. SUBMISSION OF THE APPLICATION PACKET:

a. 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>). Applicants must submit their application to a selection panel approximately 6-12 months prior to their proposed school start date. USAASC will hold the selection panel, but HRC will provide final approval for 51C NCOs selected to pursue degree programs.

b. DCP applications should be emailed to the Chief 51C Proponent NCO. ***DCP packets must be received by USAASC no later than ten business days prior to the panel date.***

c. Submit the following documents:

(1) A DA Form 4187, Personnel Action. The applicant is responsible for completing the form through Section IV. In Section III, the applicant will check the "Other" block and specify "DCP." 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."

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

(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 begin;
- (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.

(7) Submit the last four Noncommissioned Officer Evaluation Reports (NCOERs) for review. The NCOERs must be part of the application packet.

(8) A current official photo and an up-to-date Enlisted Record Brief.

(9) An endorsement letter from the first GO/SES in the chain of command.

9. STUDENT REQUIREMENTS:

a. Upon receiving assignment instructions, participants will immediately visit the United States Army Student Detachment (USASD), Fort Jackson, website at: <http://www.jackson.army.mil/usasd> for in-processing information and inform USASD of placement in the DCP and arrival dates at the civilian school.

b. Participants must submit a DA Form 1059-1 to HRC "ATTN: AHRC-OPL-L" and to USAASC "ATTN: 51C NCO Proponent Office" not later than 60 days after completion of studies.

c. Participants must submit a DA Form 2125 to USAASC "ATTN: 51C NCO Proponent Office" prior to the start of each quarter/semester.

d. Participants must maintain a minimum grade of a "C" in all courses. Grades lower than a "C" will be reason for disenrollment from the DCP.

10. EFFECTIVE DATE AND IMPLEMENTATION: This document is effective immediately and remains in effect until superseded or rescinded.

11. My point of contact for this document is the U.S. Army Acquisition Support Center, Proponency and Policy Branch, ATTN: MSG Eric Sears, Commercial: (703) 805-1048, DSN: 655-1048, or email: eric.j.sears8.mil@mail.mil. For questions concerning the implementation of this policy, contact the Army DACM Office Help Desk: 575-678-2247, DSN: 258-2247, or via the Internet: <http://asc.army.mil/web/contact/help-desk/>.

A handwritten signature in black ink, appearing to read 'C. A. Spisak', with a stylized flourish at the end.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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 Career Field Certification Policy and Procedures, June 1, 2010. http://asc.army.mil/docs/policy/acq_career_field_cert.pdf.
- g. U.S. Army Acquisition Support Center (USAASC) Certification Management System (CMS) Version 1.3, August 29, 2008. http://asc.army.mil/docs/policy/CMS_Acq_MilLAMEDD_Officers_App_Instruct.pdf.
- h. Department of the Army, Noncommissioned Officers Career Field Certification and Acquisition Corps Membership Policy and Procedures, February 10, 2014. <http://asc.army.mil/web/policies-main/alt-workforce-policy-procedure/>.
- i. Army Regulation (AR) 621-1, "Training of Military Personnel at Civilian Institutions," August 28, 2007.