



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION, LOGISTICS, AND TECHNOLOGY**  
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Signature  
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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army Acquisition Noncommissioned Officer (NCO) Advanced Civil Schooling (ACS) Selection and Attendance Policy and Procedures**

**1. References.**

a. AR 621-1, Training of Military Personnel at Civilian Institutions, 27 August 2008

b. AR 621-5, Army Continuing Education Systems, 11 July 2006

c. AR 621-7, Army Fellowships and Scholarships, 8 August 1997

d. AR 621-108, Military Personnel Requirements for Civilian Education, 26 March 2007

e. AR 623-3, Evaluation Reporting System, 31 March 2014

f. DA PAM 623-3, Evaluation Reporting System, 31 March 2014

g. DoD Instruction 1322.06, Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel, 15 November 2007

h. Joint Ethics Regulation (JER) (DOD 5500.70-R)

i. Advanced Education Program:  
<https://www.hre.army.mil/site/protect/branches/officer/leaderdev/civschool/index.htm>

j. U.S. Army Human Resources Command:  
<https://www.hrc.army.mil/site/index.asp>

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k. U.S. Army Student Detachment, Fort Jackson, SC:  
<http://usasd.armylive.dodlive.mil/>

i. Fully Funded Graduate Programs FY15 Standing Policies and Procedures: <https://www.hrc.army.mil/Default.aspx?ID=5566>

2. **Applicability.** This policy and procedures applies to all Active Component Career Management Field (CMF) 51 Army NCOs. Failure to comply will result in non-selection and/or removal from the program.

3. **Purpose.** This document establishes the policy and procedures for application to the ACS program and the selection of applicants for this program.

4. **Responsibilities.**

a. The Deputy Director, Acquisition Career Management (DDACM) has oversight and control of the ACS policy and procedures and is responsible for the development and management of the program and providing for the education, training, and career development of Army Acquisition, workforce members. The DDACM is the final approval authority for Army Acquisition NCOs selected to participate in ACS and is the final approval authority for the ACS Program Order of Merit List (OML).

b. U.S. Army Human Resources Command (HRC) is the overall administrative coordinator for the Army and maintains the Army Education Requirements System (AERS).

c. The 51C NCO HRC Assignments Manager manages execution of ACS funds including tracking and yearly projections in coordination with the United States Army Acquisition Support Center (USAASC) and the HRC Acquisition Management Branch. The 51C NCO HRC Assignments Manger also handles funding management for ACS, maintains the ACS students' program data in the Army Educational Requirements System, and coordinates personnel issues with the U.S. Army Student Detachment (USASD).

d. The USAASC Army Director, Acquisition Career Management (DACM) Office, as proponent, establishes ACS Program personnel policies and procedures and serves as the training coordinator for the Army Acquisition Workforce. The DACM Office initiates the establishment, control, and execution

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of students' training program through a review of the proposed program and validation of students' academic progress through a DA Form 2125 (Report to Training Agency). The DACM Office ensures funding for ACS is forwarded using DD Form 448 Military Interdepartmental Purchase Request (MIPR) to HRC. The DACM Office is also responsible for ACS announcement, and promotion to the Army Acquisition Workforce. The DACM office is responsible for coordinating quota allotments and host requirements with HRC, and conducting the annual ACS competitive board-like process. The announcement and OML is staffed through the USAASC Army DACM Office to the DDACM for final approval.

5. Policy.

a. Program Mission. The ACS program provides an opportunity for Army Acquisition NCOs (Military Occupational Specialty 51C) to pursue fully funded advanced degree programs at civilian universities on a full-time basis. The goal is to ensure highly trained and competitive Army Acquisition NCOs receive the best and most appropriate graduate degrees available in a timely and cost effective manner.

b. Eligibility Requirements. Candidates must:

(1) obtain command endorsement with approval of early departure (if required) and acknowledgement that backfill may not be immediately available;

(2) have obtained required level I (1) certification in the contracting acquisition career field if applicant is a SSG or level II (2) certification if the applicant is a SFC or promotable SSG;

(3) have a strong military file and possess potential for promotion;

(4) be a SSG, SSG promotable, or SFC (no SFC promotables may apply);

(5) have no more than 15 years of active federal service upon entry into the ACS program;

(6) have an undergraduate grade point average of 2.5 or higher;

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(7) not already possess a graduate or professional degree (e.g., master of science/arts, doctorate); and

(8) have served at least 24 months as a 51C NCO in positions of which the preponderance of duties were functional contracting (e.g., time spent simply as an operations NCO does not count). This requirement will be validated using NCO evaluation reports and/or a memorandum from the first O6 in the NCO's chain of command.

c. Funding. Cost categories are defined as the actual tuition/fees for the approved program of study, calculated for one complete calendar year and must be reflected on the acceptance and tuition letter. Funding for tuition and fees are limited to High: \$43,001 - \$55,000; Medium: \$26,001 - \$43,000; Low: \$26,000.

(1) Other costs, such as parking passes, student ID, registration, transcripts, graduation, application, deposit, enrollment, cap and gown, recreation, technology, orientation, reservation, prerequisite work (GMAT/GRE), books, thesis and dissertation (among others) will not be paid nor reimbursed and are the sole responsibility of the NCO.

(2) In all cases, students must request in-state tuition rates and attempt to negotiate a reduced tuition agreement with the university that will place the institution in the authorized cost category. Refer to the HRC ACS Standard Operation Procedure (SOP) for tuition negotiation guidance. The HRC SOP is available at <https://www.hrc.army.mil/site/protect/branches/officer/leaderdev/civschool/index.htm>.

(3) Students are not authorized to pay any tuition "out-of-pocket" or make up the difference in tuition to attend a higher cost category university.

(4) ACS program funds will not be provided as reimbursement for funds expended by the student or another organization without prior approval.

d. Scholastic Institutions and Program of Study.

(1) This ACS program will fund resident-only institutions that are accredited by the Association to Advance Collegiate Schools of Business (AACSB).

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(2) Distance learning, satellite, and non-traditional schedules (off-duty hours, night and weekend classes) are prohibited.

(3) Programs of study must be graduate-level, degree-granting programs and in a business related discipline (e.g., accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative management, or organization and management).

(4) Degrees must be completed within the time limit stated in the HRC ACS SOP.

(5) Once approved, changes to the school and/or course of study are not permissible except under extreme circumstances such as new course requirements for degree completion (must be documented), family emergency, or deployment. Exceptions must be justified in writing by the student and sent via e-mail to the HRC POC for approval or disapproval.

(6) Changes not approved in advance may require removal of the student from the ACS program and require the student to reimburse some or all tuition and fees.

(7) Absence from scheduled courses for a period of 30 days may result in removal from the ACS program and require the student to reimburse some or all tuition and fees. NCOs who fail to complete their enrolled program will be responsible to reimburse all costs and may receive an adverse Academic Evaluation Report (DA Form 1059).

e. The ACS participant:

(1) Must meet all eligibility requirements as outlined in the announcement, this policy memorandum, and HRC ACS SOP prior to the closing date of the announcement.

(2) Must complete and submit ACS packet in accordance with requirements in the announcement, HRC ACS SOP, and this policy memorandum, including a signed command endorsement outlining how the completion of the ACS program will benefit the organization and the U.S. Army.

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(3) Must identify both primary and alternate institutions (must select a minimum of two institutions). Funding levels for selected institutions must be within the levels as defined in 5.c. above. If a high cost institution is selected, all other institutions must be in the medium or low cost category.

(4) Must receive a minimum grade of "B" in all courses. Two withdrawals, failures, or incompletes from ACS program funded course(s) may result in removal from the ACS program.

(5) Must attend school full-time (to include summer sessions) and complete the degree in the shortest and most cost effective way possible. Because the required number of credit hours varies from program to program and some individuals may need pre-requisite courses, all pre-requisite courses must be completed before final submission of the applicant's ACS documents.

(6) Must select courses from the approved program of study which underpins an acquisition or business function.

(a) When planned courses are cancelled and/or unavailable, the NCO must provide appropriate substitute classes to HRC no later than 60 days prior to expected course start. Failure to provide substitute classes prior to course start is grounds for removal from the program.

(b) Not later than 1 April of the calendar year, the NCO must request approval to remain in the program if the institution does not offer Summer sessions or courses appropriate for degree completion.

(7) Must enroll/complete the credit hours as set forth by the institution for full-time attendance.

(8) Must provide all required documentation in accordance with the HRC ACS SOP during and after completion of the ACS program.

(9) Incurs a 3 to 1 Active Duty Service Obligation (ADSO) for each day of schooling funded by the ACS program.

6. Labor Relations. Activities are reminded to meet all statutory labor relations obligations in the implementation of this policy.

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7. Effective Date and Implementation. This policy and procedure is effective immediately and will remain in effect until superseded.
8. Policy Support. For questions regarding your individual requirements outlined within this policy, please contact the USAASC Army DACM Office via the Career Acquisition Management Portal (CAMP) by clicking on "Help Request."
9. The point of contact for this policy is Sergeant Major Joey E. Barden of the USAASC Army DACM Office at joey.e.barden.mil@mail.mil or (703) 805-1048.



CRAIG A. SPISAK  
Deputy Director  
Acquisition Career Management

Encl:  
Application Packet Standards

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