

SFAE

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

FY17 51C NCO ACS Application Packet Standards

The Army's Advanced Civil Schooling (ACS) program provides opportunities for noncommissioned officers (NCOs) to pursue advanced degree programs at civilian universities on a full-time, fully funded basis. NCOs who obtain degrees from strong schools with positive name recognition will help the Acquisition Corps build credibility when dealing with Congress, the Office of the Secretary of Defense, Industry, and others.

NCOs incur an active duty service obligation of three days for every one day spent in graduate school. The typical program length of 12-18 months will result in a 36 – 54 month ADSO.

All ACS participants are assigned to the Student Detachment, Fort Jackson, S.C., with duty at their school location. School start dates should line up with the Fall 2017 college schedule (starting approximately Jul-Sep of calendar year 2017).

Selecting the School:

All graduate programs (Masters-level only) attended must be Association to Advance Collegiate Schools of Business (AACSB) Accredited. In addition, the specific degree program pursued must be in a business related discipline (accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative management, or organization and management).

Students must attend courses during normal business hours (e.g., 0700 to 1700). Evening classes will be permitted by exception only. Students must attend courses in a resident manner; on-line classes are not permitted.

Applicants are **required** to gain acceptance letters from at least two different institutions. Applicants planning to pursue a medium or a high- cost graduate program will have to submit documentation for at least one low-cost graduate program as well. Under the ACS Program, all tuition costs are paid by the Army. There are no provisions to permit students to pay tuition "out of pocket" or to make up the difference in tuition costs in order to attend a higher cost university. NCOs are **required** to negotiate reduced tuition rates for their degree program when possible and to request resident rates when available.

Funding for tuition and fees are limited to High: \$43,001 - \$55,000; Medium: \$26,001 - \$43,000; Low: ≤ \$26,000.

Tuition costs for graduate school must be submitted for the entire course. These costs must be broken down by each semester on the DA Form 2125 in the submitted packet. For example, if the graduate program is a low cost graduate program, the first three semesters are limited to \$26,000 total and half of that (\$13,000) will cover the remaining semesters. The total cost of the graduate program cannot exceed \$39,000. This

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example holds for the other two cost categories as well.

Students are expected to take the maximum number of semester hours as set by the institution as full-time attendees. The expected full time course load can be reduced in the summer semester as appropriate, but must still be considered full-time attendance by the school. A minimum of nine semester hours in the Fall and Spring and a minimum of six semester hours in the Summer are required regardless of school policy regarding full-time attendance. Individuals are responsible for contacting the universities they list on the ACS application form (DA Form 1618) and completing all paperwork required for acceptance by the school. The university will generate a letter of acceptance to the NCO and a copy must be included in the ACS application packet.

Schools not listed on the DA Form 1618 will not be a consideration of the panel when reviewing applications. Applicants who are selected to attend ACS will not be allowed to change schools or universities. Exceptions to this requirement will be reviewed and approved on a case-by-case basis.

For additional information about ACS, please review [Army Regulation 621-1](#), "Training of Military Personnel at Civilian Institutions."

Noncommissioned officers interested in applying for this program must submit the following to the United States Army Acquisition Support Center Proponency Office through AAPDS in CAPPMS :

1. DA Form 1618- Signed by the first O-6 (or equivalent).

Address DA Form 1618 to:
USAASC
SFAE-PLD (ATTN: NCO Proponency)
9900 Belvoir Rd, BLDG 201
Fort Belvoir, VA 22060

2. Letter of Acceptance (from the schools you want to attend or have been accepted to) to include a program plan (DA Form 2125), which outlines the courses you will need to complete the degree and the tuition cost per year.
3. Current ERB (within two months of packet submission); note, you may be asked for a more recent ERB at any time.
4. Last two DA Forms 705, "Army Physical Fitness Test Score Card"; note, you may be asked for a more recent DA Form 705 at any time.
5. Last two DA Forms 5500/5501, "Body Fat Worksheet", if applicable; note, you may be asked for a more recent DA Form 705 at any time.

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6. Letter(s) of Recommendation to include first-line supervisor (three letters maximum).
7. Unofficial college transcript(s) for every college attended, not only the present college.
8. Agreement to reenlist to meet the ACS ADSO requirement, if applicable.
9. Command Release Memo (if applicable).
10. Letter in memorandum format addressed to the panel on why you should be considered for ACS.

Incomplete packets will not be considered.