



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

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MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Army Acquisition Noncommissioned Officer Advanced Civil Schooling
Selection and Attendance Policy and Procedures**

1. References.

- a. AR 621-1, Training of Military Personnel at Civilian Institutions, 28 August 2007
- 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, 4 November 2015
- f. DA PAM 623-3, Evaluation Reporting System, 10 November 2015
- g. DoD Instruction 1322.06, Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel, 10 December 2016
- h. Joint Ethics Regulation (JER) (DOD 5500.70-R)
- i. Advanced Education Program:
<https://www.hrc.army.mil/content/Officer%20Advanced%20Education%20Programs>
- j. U.S. Army Human Resources Command: <https://www.hrc.army.mil/>
- k. U.S. Army Student Detachment, Fort Jackson, SC:
<http://usasd.armylive.dodlive.mil/>
- l. Fully Funded Graduate Programs FY18 Standing Policies and Procedures:
<https://www.hrc.army.mil/content/Fully%20Funded%20Graduate%20Programs%20Policy%20and%20Procedures%20Fiscal%20Year%202018>
- m. MILPER Message 16-283, 29 September 2016, Change to Retention Control Points (RCP) for Enlisted Soldiers Serving in the Regular Army and the Title 10 Active Guard Reserve Program

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2. Applicability. This policy and procedures applies to all Active Component Career Management Field 51 Army Non-Commissioned Officers (NCO). 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 Advanced Civil School (ACS) program and the selection of applicants for this program.

4. Responsibilities.

a. The Director, Acquisition Career Management (DACM) 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 DACM 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.

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

c. The Leader Development (LD) Branch within the Army DACM office manages execution of ACS funds including tracking and yearly projections in coordination with the HRC Advanced Education Branch.

d. The DACM Office initiates the establishment, control, and execution 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 to HRC. The DACM Office is also responsible for the 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 process. The announcement and order of merit list is staffed to the DACM for final approval.

5. Policy.

a. Program Mission. The ACS program provides an opportunity for Contracting NCOs (Military Occupational Specialty 51C) to pursue fully funded advanced degree programs at civilian universities on a full-time basis. The program's 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 and add significantly to the validity of the NCO's competency as a business advisor.

b. Eligibility Requirements. Candidates must:

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

(2) Be in the rank of SSG through MSG (MSGs selected for USASMA are ineligible);

(3) Have obtained required level I (1) certification in the contracting acquisition career field if applicant is a SSG, level II (2) certification if the applicant is a SFC or promotable SSG, or level III (3) certification if the applicant is a MSG or promotable SFC;

(4) Have a strong military file and possess potential for promotion;

(5) Be able to complete the required active duty service obligation (ADSO). This also means NCOs must not be close enough to their retention control points (RCP) that they cannot be expected to complete the ADSO. Promotion to the next rank to avoid the RCP cannot be assumed. The maximum time in service allowed for 51C NCOs is as follows:

(a) Staff Sergeants (including promotable) may not have more than 14 years time in service at the start of the program.

(b) Sergeants First Class (including promotable) may not have more than 18 years time in service at the start of the MBA program.

(c) Master Sergeants may not have more than 20 years time in service at the start of the program.

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

(7) Not already possess a graduate or professional degree in a business related discipline (NCOs with a graduate degrees in non-business related disciplines may be considered); and

(8) Have served at least 24 months as a 51C in a valid acquisition workforce position. This requirement will be validated using NCO evaluation reports. If applicable, augmentation by a memorandum from the first O6 in the NCO's chain of command when the NCO is awaiting a qualifying NCOER (i.e., NCOER is not finished yet) may be submitted. The NCO's ERB/SRB will not be the primary source of determining eligibility regarding this requirement.

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

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the acceptance and tuition letter. Funding for tuition and fees per year are limited to High: \$43,001 - \$55,000; Medium: \$26,001 - \$43,000; Low: \$26,000. NCOs are required to apply to programs in the low-cost category. NCOs may not apply for medium-cost or high-cost programs at this time.

(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 ACS 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.

d. Scholastic Institutions and Program of Study.

(1) This ACS program will fund resident-only institutions with business programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Note this is beyond regional accreditation.

(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), and the program must be AACSB accredited.

(4) Degrees must be completed within a maximum of 18 months after the start of the master's degree program. Waivers will not be approved to attend programs longer than 18 months in duration.

(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

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degree completion (must be documented), family emergency, or deployment. Exceptions must be justified in writing by the student and sent via e-mail through the Army DACM office to the HRC POC for approval or disapproval. The resulting program must be completed within the same original timeframe of the original degree that was being pursued or not to exceed 18 months from the start of the original degree program. NCOs removed will still incur a three to one ADSO for the actual time spent in the ACS program.

(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. NCOs removed will still incur a three to one ADSO for the actual time spent in the ACS program.

(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). NCOs removed will still incur a three to one ADSO for the actual time spent in the ACS program.

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 NCO and the U.S. Army;

(3) Must identify both primary and alternate institutions (must select a minimum of two institutions). Funding level for selected institutions must be within the low cost level as defined in 5.c. above. Medium and high-cost institutions will not be considered.

(4) Must receive a minimum grade of B in each course. Two withdrawals, failures, course grades below a B, or incompletes from ACS program funded course(s) may result in removal from the ACS program. Repeated classes due to scoring lower than a B will not be funded by the ACS program;

(5) Must attend school full-time (to include summer/winter sessions when available) 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

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individuals may need pre-requisite courses, all pre-requisite courses must be completed before final submission of the ACS application (ACS will not fund prerequisite courses);

(6) Must select courses, to include electives when applicable, from the approved program of study, which underpins an acquisition and/or business function;

(a) When planned courses are cancelled and/or unavailable, the NCO must provide appropriate substitute classes to HRC and DACM Office 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. NCOs removed will still incur a three to one ADSO for the actual time spent in the ACS program.

(b) Applicants may only request programs that are 18 months or less in duration. There will be no exceptions to policy for this requirement.

(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; and

(9) Shall incur a three to one 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.

7. Effective Date and Implementation. This policy and procedure is effective immediately, supersedes all previous US Army Acquisition Support Center (USAASC) NCO ACS policies 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 by clicking on "Help Request."

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9. The primary point of contact for this policy is Mr. Scott Greene, at
scott.m.greene.civ@mail.mil or 703-664-5706.

Encl:
Application Packet Standards

CRAIG A. SPISAK
Director
Acquisition Career Management

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