



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

SFAE-ASC

14 January 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Active Component Advanced Civil Schooling Program Policy and Procedures

1. References: See Enclosure.
2. Purpose. To establish responsibilities and outline policy and procedures for Active Component Functional Area 51 (FA51) officer participation in the Department of the Army's Advanced Civil Schooling (ACS) Program.
3. Applicability. This document only applies to Active Component FA51 officers.
4. Background. As the proponent for the Army Acquisition Workforce (AAW), the Army Director, Acquisition Career Management (DACM) Office works in close partnership with the U.S. Army Human Resources Command (HRC) Leader Development Division (LDD) and Acquisition Management Branch (AMB) to manage the application, selection, and participation of FA51 officers in the ACS Program. The Director, Army Acquisition Corps (DAAC) strongly supports the ACS Program and views it as a top priority for FA51 officer development and education. The ACS Program provides opportunities for FA51 officers to pursue advanced degree programs at civilian universities on a full-time, fully funded basis.
5. Responsibilities.
 - a. U.S. Army HRC, LDD.
 - 1) Serves as the overall administrative coordinator for the Army's ACS Program.
 - 2) Maintains the Army Educational Requirements System (AERS) and approves ACS quotas for FA51 officers.
 - 3) Receives and processes all final ACS Academic Evaluation Reports (AER).
 - b. U.S. Army HRC, AMB.
 - 1) Announces the availability of ACS opportunities to FA51 officers via the Assignment Interactive Module 2.0 in conjunction with the Permanent Change of Station (PCS) cycle mover's message.

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2) Drafts and sends out the ACS Program announcement to the FA51 officer population and conducts a competitive selection board in support of the PCS move cycles. Staffs the program announcement and selection board's Order of Merit List through the Army DACM Office for final approval prior to release.

3) Coordinates personnel issues with the U.S. Army Student Detachment (USASD) at Fort Jackson, South Carolina.

4) Maintains ACS students' program data in the AERS.

c. Army DACM Office.

1) Provides oversight of the ACS Program for FA51 officers.

2) Serves as the final approval authority for the selection of FA51 officers applying for the ACS Program.

3) Appoints an ACS Program Manager (PM) from the Army DACM Office to administer and oversee the program for FA51 officers.

4) Identifies and submits program funding requirements.

5) Provides oversight and execution of program funding.

6) Establishes ACS Program policies and procedures for FA51 officers.

7) Coordinates with AMB for additional marketing and promotion of the ACS Program to the FA51 officer population, in complement to AMB's official announcement.

8) Coordinates quota allotment with LDD and AMB.

9) Assists USASD and AMB with personnel issues.

d. USASD. Provides command and control of personnel administrative and pay-related matters of all assigned ACS students, including issues concerning TRICARE. ACS students remain assigned to the USASD while stationed at their assigned school or university.

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e. ACS Student.

1) Meets all eligibility requirements as outlined in the announcement and Reference 1.f (HRC Fully Funded Graduate Programs Policy and Procedures) prior to the closing date of the announcement.

2) Completes and submits the ACS packet in accordance with requirements set forth in the announcement, Reference 1.f, and this ACS Policy.

3) Identifies a primary and at least one alternate institution to attend. Officers must select the Naval Postgraduate School (NPS) as either their primary or alternate institution.

4) Must maintain 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 and subject the student to reimburse tuition and fees.

5) Selects courses from the approved program of study which underpins an acquisition function. When planned courses are cancelled / unavailable, 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 and subject the student to reimburse tuition and fees.

6) Upon receipt of assignment instructions, visits the USASD website (<https://usacimt.tradoc.army.mil/ltb/usasd/index.html>) for in-processing information, informs USASD of placement in the ACS Program and planned arrival date at the institution, and reviews Reference 1.f (HRC Fully Funded Graduate Programs Policy and Procedures).

6. Applicant Eligibility. Active Component FA51 officers interested in applying to the ACS Program must have a competitive performance file, demonstrated scholastic aptitude, and positive career potential. Applicants must meet the eligibility criteria outlined in AMB's ACS Program announcement, Reference 1.d (Army Regulation (AR) 621-1), and the following requirements at the time of application:

a. Have no more than 17 years of active federal service prior to the start of schooling. Officers must be able to fulfill their Active Duty Service Obligation (ADSO), as a result of their funded schooling. Participants incur an ADSO of three days for every one day spent in graduate school. The entire schooling period counts toward the ADSO, to include weekends, holidays, leave taken during school, etc. The officer incurs an ADSO regardless of whether he/she graduates per Reference 1.c (AR 350-100).

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- b. At a minimum, possess a Secret security clearance.
 - c. Demonstrated potential for future military service. Officer must NOT be at risk or potentially at risk for promotion to the next higher grade.
 - d. Completed baccalaureate degree with a minimum grade point average (GPA) of 2.5. Officers with a GPA less than 2.5 may request a waiver through HRC.
 - e. Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) scores are not required to be submitted with the ACS packet. However, these tests may be required by specific colleges or universities for admission and enrollment purposes.
 - f. Acceptance into a full-time, resident graduate program which has no prerequisites. If prerequisites are needed, officers should complete them prior to entering the ACS program.
 - g. Officers who already possess a master's degree may be selected to pursue a second master's degree if approved by the DACM. Preference will be given to officers without an acquisition relevant master's degree.
7. Funding. Annual cost categories are as follows: Low \$0 to \$28,000; Medium \$28,001 to \$48,000; and High \$48,001 to \$60,000. Cost categories are the actual expense for the individual program (tuition and fees) calculated for one complete academic year and reflected on the officer's acceptance/tuition letter.
- a. Other costs, such as health insurance, parking passes, student ID, registration, transcripts, graduation, application, deposit, enrollment, cap and gown, recreation, technology, orientation, reservation, prerequisite work, exams, books, thesis and dissertation will not be paid nor reimbursed. They are the sole responsibility of the officer.
 - b. 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 within the cost categories listed above.
 - c. 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 as defined in paragraph 8 above.

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d. ACS Program funds will not be provided as reimbursement for funds expended by the student or another organization without prior approval.

8. Scholastic Institutions and Program of Study. The primary focus of education must be an acquisition relevant Master of Science in a Science, Technology, Engineering, and Math (STEM) field, a Master of Business Administration (MBA), or a Master of Science in Systems Engineering Management.

a. The School of Choice (SOC) option is highly encouraged. Typically, SOC is applicable to officers who are pursuing an acquisition-related area of study of particular importance (e.g. STEM) or are accepted by a top-tier university for an acquisition-relevant degree.

b. The NPS Master of Science in Systems Engineering Management (522 Curriculum) is designed to provide acquisition officers with a curriculum to acquire the knowledge, skills, and abilities to lead and manage more effectively through advanced concepts, methodologies and analytical techniques necessary to manage successful programs and projects within complex organizations.

c. Doctor of Philosophy Opportunity. Army Acquisition provides a path for select officers to earn a doctorate degree and become acquisition technical experts. A technical expert supports the Army's scientific and engineering needs across a broad spectrum of assignments. These officers must meet all eligibility requirements outlined in paragraph 6 above and be willing to potentially accept a deferment for consideration by a promotion selection board. Acquisition-relevant doctorate degrees include: cyber and networks, computer science and engineering, robotics, physics, aerospace engineering, artificial intelligence / machine learning, autonomous systems, directed energy, material engineering, aeronautical engineering, mechanical engineering, and biotechnology.

d. The ACS Program will fund only accredited institutions for full-time programs.

e. Weekend programs, On-line courses (to include hybrid courses, in which some traditional face-to-face "seat time" has been replaced by online learning activities) or attendance at a "satellite campus" are not within the intent of AR 621-1 and are not supported by HRC. "Executive" programs will be closely scrutinized for appropriate academic rigor.

f. Degrees must be completed within the time stated in Reference 1.f (Fully Funded Graduate Programs Policy and Procedures).

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g. 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.

h. Changes not approved in advance may require removal of the student from the ACS Program and repayment of tuition and fees.

i. Non-attendance at scheduled courses for a period of 30 days or more may result in removal from the ACS Program and subject the student to reimburse tuition and fees.

11. Program Acceptance. Successful candidates will be notified of their program acceptance via their DoD enterprise e-mail accounts.

12. For questions about this policy or the ACS Program, please contact the Army DACM Office ACS PM at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

Encl

RONALD R. RICHARDSON, JR.
Director
Acquisition Career Management

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Joint Program Executive Office

- Armaments and Ammunition
- Chemical, Biological, Radiological and Nuclear Defense

Director, Army National Guard

Director, Rapid Capabilities and Critical Technologies Office
Commander, Eighth Army

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Enclosure – References

- a. Department of Defense Directive 5500.07-R (Joint Ethics Regulation (JER)).
- b. Department of Defense Instruction 1322.06 (Fellowships, Legislative Fellowships, Internships, Scholarships, Training With Industry, and Grants Provided to DoD or DoD Personnel for Education and Training).
- c. AR 350-100 (Officer Active Duty Service Obligations).
- d. AR 621-1 (Advanced Education Programs and Requirements for Military Personnel).
- e. AR 623-3 (Evaluation Reporting System).
- f. U.S. Army Human Resources Command (Fully Funded Graduate Programs Policy and Procedures – Fiscal Year 2022), 05 June 2021.
- g. U.S. Army Student Detachment, Fort Jackson, South Carolina website.
<https://usacimt.tradoc.army.mil/ltb/usasd/>
- h. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-CDD memorandum (Consequences for Academic Failures and No-Shows in Defense Acquisition University Resident Courses), 30 March 2012.
- i. Assistant Secretary of the Army for Acquisition, Logistics, and Technology, SFAE-CDD memorandum (Director Acquisition Career Management Guidance – Enforcement of DAWIA Certification Compliance Policy Memorandum #8), 18 August 2012.
- j. Assistant Secretary of the Army for Acquisition, Logistics, and Technology memorandum (Army Acquisition Corps Active Component Advanced Civil Schooling Program Policy and Procedures), 19 August 2020 – hereby superseded.

**ARMY ACQUISITION ADVANCED CIVIL SCHOOLING (ACS) PROGRAM
POLICY AND PROCEDURES
DATE: XX FEBRUARY 2022**

SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
1	References: Updated the references as needed
1.j	References: Superseded the previous policy, dated 19 August 2020
5.e(3)	Responsibilities (ACS Student): Revised this sub-paragraph to remove the University of Alabama at Huntsville (UAH) Masters of Business Administration (MBA) with a concentration in Engineering Management as a required primary or alternate institution.
5.e(6)	Responsibilities (ACS Student): Updated the web link to the US Army Student Detachment
8.b	Scholastic Institutions and Program of Study: Revised sub-paragraph to state "The School of Choice (SOC) option is highly encouraged."
12	Updated the email address for the DACM Policy Mailbox.