ADVANCED CIVIL SCHOOLING OFFICER NOMINATION FORM (UP AR 621-1)

I. Quota Source:

Career Division: Sponsoring Branch or Functional Area:

Proponent Funded: Yes   No   Proponent Name:

USMA Nomination: Yes   No   USMA Requirement #

EGSP Nomination: Yes   No   GRADSO: Yes   No

Graduate Degree (Check one): Masters   PhD   LLM   FLEP ☐ Other: ☐

II. Personal Information:

Name:

Rank: SSN:

YG: Branch/Functional Area:

Career Field (if applicable):

State of Legal Residence: _____ Email Address:

Current Mailing Address:

III. Academic Information:

Highest Degree Held: ▮▮▮▮▮▮▮ University: !Discipline   Yr. Grad.:

GPA: GRE:! V   Q _ A   :!Date Tested   GMAT: Date Tested:

*Note: AR 621-1 requires minimum GPA of 2.5; minimum GRE scores of 500Q/500V/4.0A for exams taken before 1Aug11 and 153V/144Q/4.0A! for exams taken after 1Aug11; minimum GMAT score of 500. Officers not meeting the standard require a waiver signed by the Branch Chief. Only! one waiver will be approved by Advanced Education Program Branch.

IV. Institution Data for Advanced Degree to be Pursued:

University: Address:

Discipline Code: Curriculum # (NPS only):

Date of Registration: First Day of Class: Graduation Date:

V. Tuition Information:

Tuition cost category: Low   Med   High   Reduced Tuition Agreement: Yes   No

Semester	Year	Amount**	Semester	Year	Amount**
Total			**Total**		

* List semesters for your entire academic time in ACS. Include Term and Fiscal Year (Ex. Spring 2016, Summer 2018)
** As accurate as possible.

1st Year Annual Total: 2nd Year Annual Total:

Signature of Training Agency Approving Official:

VII. Checklist:

DA Form 1618 (signed and dated by officer and commander)
Letter of Acceptance (minimum of one low cost university) (Except NPS/AFIT/Syracuse) Reduced
Tuition Agreement (if applicable)
Current and accurate SRB
Transcript (official for NPS/AFIT)
GRE/GMAT (official for NPS/AFIT)
Timeline (from TOPMIS) (OFC)
DA Form 2125
USMA Data Sheet (if applicable)
Request for Waiver (if applicable)

VIII. Reviewers:
Assignment Officer:

Is the officer KD complete? Yes: No: AERS utilization projected follow-on assignment:

Approve: Disapprove: Date: Signature:
Comments:

Branch Chief:

Career timeline supports ACS attendance and utilization assignment? Yes: No:

Does the officer's open or restricted file have DEROG information (to include non-left justified OERs)? Yes: No:
Approve: Disapprove: Date: Signature:
Comments:

Division Chief:
Approve: Disapprove: Date: Signature:
Comments:

AEPB Tech: ACS Quota #:
Approve: Disapprove: Date: Signature:
Comments:

Chief ACS:
Approve: Disapprove: Date: Signature:
Comments:

Chief AEPB:
Approve: Disapprove: Date: Signature:
Comments:

IX. RFO Data:
Officer Approved: Officer Disapproved: Branch Notified: