

Army Acquisition Non-Commissioned Officer Degree Completion Program Policy

Summary of Changes

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
General	Updated websites and email addresses in the document where needed.
1	References: Updated the references as needed
6.c	Eligibility: Changed the text to reflect NCOs must be Defense Acquisition Workforce Improvement Act (DAWIA) certified at the Professional level in Contracting.



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

6 October 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Non-Commissioned Officer Degree Completion Program Policy

1. References: See Enclosure 1.
2. Purpose: To establish policy and procedures for the NCO Degree Completion Program (DCP) and outline the program's application and participation requirements. This document supersedes Reference 1.I.
3. Applicability. This document only applies to Active Component Military Occupational Specialty (MOS) 51C Contracting Non-Commissioned Officers (NCOs). Failure to comply with the policy or procedures outlined in this document will result in non-selection or removal from the program.
4. General. The DCP provides an opportunity for MOS 51C Contracting NCOs to pursue an undergraduate degree at an accredited civilian university on a full-time basis, while continuing to receive their full military pay and authorized benefits. The program's goal is to ensure participating NCOs receive an acquisition or business-related bachelor's degree in a timely manner and increase their competency as a business advisor.
5. Responsibilities.
 - a. Army Director, Acquisition Career Management (DACM).
 - 1) Maintains oversight of the DCP.
 - 2) Serves as the final approval authority for MOS 51 Contracting NCOs selected to participate in the DCP and serves as the final approval authority for the DCP Order of Merit List (OML).
 - b. Army DACM Office.
 - 1) As the MOS 51C NCO proponent, establishes DCP policies and procedures and serves as the training coordinator for Enlisted Soldiers within the Army Acquisition Workforce (AAW).
 - 2) Has responsibility for the DCP announcement and promotion to the AAW.

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- 3) Staffs the DCP announcement and OML to the DACM for final approval.
 - 4) Initiates the establishment, control, and execution of each student's training by conducting a review of the proposed program of study and validating the student's academic progress through the Department of the Army (DA) Form 2125 (Report to Training Agency).
- c. U.S. Army Human Resources Command (HRC).
- 1) Performs overall administrative coordination for the Army and maintains the Army Education Requirements System (AERS).
 - 2) The MOS 51C NCO HRC Assignments Manager handles DCP funding management, maintains each student's program data in AERS, and coordinates personnel issues with the U.S. Army Student Detachment in Fort Jackson, South Carolina.
6. Application Eligibility. To be considered for the program, 51C NCOs must meet all of the following eligibility requirements at the time of application submission:
- a. Obtain, in writing, Colonel/O-6 command approval for early departure from the NCO's current organization (if required) and acknowledgement that a backfill may not be immediately available.
 - b. Be in the rank of Staff Sergeant (SSG) through Master Sergeant (MSG). MSGs selected for the U.S. Army Sergeants Major Academy are ineligible to apply to the DCP.
 - c. Be Defense Acquisition Workforce Improvement Act (DAWIA) certified at the Professional level in Contracting.
 - d. Have a strong military file and possess potential for promotion.
 - e. Be able to complete the required Active Duty Service Obligation (ADSO). This eligibility criteria means NCOs must not be close enough to their Retention Control Point (RCP) that they cannot complete their ADSO. Promotion to the next rank to avoid the RCP cannot be assumed. The maximum time in service (TIS) allowed for 51C NCOs at the start of the program are as follows:
 - 1) Applicants in the rank of SSG, with or without an OML number, may not have more than 14 years TIS.
 - 2) Applicants in the rank of SFC, with or without an OML number, may not have more than 18 years TIS.

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- 3) Applicants in the rank of MSG may not have more than 20 years TIS.
 - f. Have an undergraduate grade point average of 2.5 or higher at an accredited academic institution.
 - g. Completed a minimum of 8 credit hours toward their undergraduate degree at an accredited academic institution.
 - h. Served at least 24 months as a 51C NCO in a valid acquisition-coded position, regardless of time in grade. The DACM Office will validate this eligibility requirement using NCO Evaluation Reports (NCOERs). If applicable, NCOs may submit a supplemental memorandum, signed by the first Colonel/O-6 in their chain of command, when they are awaiting a qualifying NCOER (i.e., NCOER is not finished yet). The NCO's Soldier Record Brief will not be the primary source of determining eligibility regarding this requirement.
 - i. Have a current Individual Development Plan, updated within the last six months, in the Career Acquisition Personnel and Position Management Information System, which can be accessed through the Career Acquisition Management Portal at <https://apps.asc.army.mil/camp/>.
 - j. Be in compliance with the DACM Office's Continuous Learning Point Policy (Reference 1.m). A copy of this policy can be found on the US Army Acquisition Support Center – Army DACM Office's Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/>.

7. Funding.

- a. NCOs may use their Montgomery GI Bill, Post 9/11 GI Bill, Veterans Educational Assistance Program, and student loans while participating in the DCP.
- b. NCOs are encouraged to apply to the Army Tuition Assistance Program.
- c. NCOs are deemed ineligible to apply for the DACM Office's Acquisition Tuition Assistance Program while participating in the DCP. Soldiers selected for the Acquisition Tuition Assistance Program and DCP must choose the program in which they wish to participate.
- d. DCP students are responsible for all expenses associated with their degree including tuition costs, fees, and books.

8. Academic Institutions and Program of Study.

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- a. NCOs must attend a regionally accredited undergraduate school. NCOs are encouraged to negotiate reduced tuition rates for their degree program whenever possible.
- b. NCOs enrolled in the DCP must be traditional, on-campus students. Students may only register for distance learning courses under rare circumstances, with prior approval from the appropriate career division at HRC (Reference 1.c) and the Army DACM Office.
- c. Programs of study must be a degree-granting program in an acquisition or business-related discipline, such as accounting, law, business, finance, contracts, purchasing, economics, or quantitative management.
- d. Degrees should be completed within 12 months after the NCO starts the DCP. The DACM may approve extensions on a case-by-case basis, but the total program time will not to exceed 18 months. NCOs must submit their extension requests through the DACM Office's 51C Proponency NCO for DACM approval.
- e. Once approved for DCP, 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), serious medical condition, or family emergency. Exceptions must be justified in writing by the student, with supporting documentation from a legal or medical professional as applicable, and sent via e-mail through the Army DACM Office to HRC for approval or disapproval. The resulting program must still be completed within the same 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 from the program will still incur a three-to-one ADSO for the actual time spent in the DCP.

9. Requirements for the DCP participants.

- a. Meet all eligibility requirements as outlined in the program announcement and this policy memorandum prior to the closing date of the announcement.
- b. Complete and submit the packet in accordance with requirements in the program announcement and this policy memorandum, including a signed Colonel/O-6 command endorsement, outlining how the completion of the DCP will benefit the NCO and the U.S. Army.
- c. Identify both primary and alternate institutions. NCOs can apply to as many alternate institutions as they desire, as long as the institutions and programs of study meet the criteria outlined in paragraph 8 above.
- d. Receive a minimum grade of B in each course.

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e. Attend school full-time (to include summer/winter sessions when available) and complete the degree in the shortest and most cost-effective way possible. Some individuals may need prerequisite courses because the required number of credit hours varies from program to program.

f. Select courses, to include electives when applicable, from the approved program of study, which underpins an acquisition and/or business function.

g. Enroll and complete the credit hours as set forth by the institution for full-time attendance.

h. Incur a three-to-one ADSO for each day of schooling.

10. Effective Date and Implementation. This policy and procedure is effective immediately, supersedes all previous Army DACM NCO DCP Policies and will remain in effect until superseded.

11. For questions about individual applications, eligibility, or other requirements outlined within this policy, please contact the Army DACM Office's 51C Proponency NCO at usarmy.belvoir.usaasc.mbx.nco@army.mil.

12. The point of contact for this policy is the Army DACM Office's Proponency Branch Chief at email: usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.



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RICHARDSON, RONALD. ROBERT.
JR.1090780073
Date: 2022.10.06 13:55:05 -04'00'

Encls

1. References
2. Application Packet Standards

RONALD R. RICHARDSON, JR.
Director
Acquisition Career Management

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army
Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

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- U.S. Army Intelligence and Security Command
- U.S. Army Corps of Engineers
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Executive Director, Arlington National Cemetery
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Director, Rapid Capabilities and Critical Technologies Office

Director of Business Transformation

Commander, Eighth Army

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Enclosure 1 - References

- a. DoD Instruction 1322.06, Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel.
- b. Department of Defense Directive 5500.07-R (Joint Ethics Regulation (JER)).
- c. Army Regulation (AR) 621-1 (Advanced Education Programs and Requirements for Military Personnel).
- d. AR 621-5 (Army Continuing Education System).
- e. AR 621-7 (The Army Fellowship and Scholarship Program).
- f. AR 621-108 (Military Personnel Requirements for Civilian Education).
- g. AR 623-3 (Evaluation Reporting System).
- h. DA Pamphlet 623-3 (Evaluation Reporting System).
- i. US Army Human Resources Command (HRC), Advanced Education Program.
- j. U.S. Army Human Resources Command, Fully Funded Graduate Programs Policy and Procedures).
- k. MILPER Message 16-283 (Change to Retention Control Points (RCP) for Enlisted Soldiers Serving in the Regular Army (RA) and the Title 10 Active Guard Reserve (AGR) Program), 29 September 2016.
- l. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Non-Commissioned Officer Degree Completion Program Policy and Procedures), 21 February 2014 – hereby superseded.
- m. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce), 11 January 2019.

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Enclosure 2 – Application Packet Standards

1. Military Occupational Specialty 51C Contracting Non-Commissioned Officers (NCOs) interested in applying for the DCP must submit the following documents to the Army Director, Acquisition Career Management (DACM) Office's 51C Proponency NCO, using the Army Acquisition Professional Development System (AAPDS) tab in the Career Acquisition Management Personnel and Position Management Information System (CAPPMIS):

a. Department of the Army (DA) Form 4187 (Personnel Action), signed by the NCO's Battalion Commander in Block 13.

(1) A blank DA Form 4187 can be found on the Army Publishing Directorate website at https://armypubs.army.mil/pub/eforms/DR_a/pdf/A4187.pdf.

(2) The "To" address in Block 2 of the DA Form 4187 is:

USAASC
SFAE-WPA (ATTN: 51C Proponency NCO)
9900 Belvoir Rd, BLDG 201
Fort Belvoir, VA 22060

b. DA Form 2166-9 Non-Commissioned Officer Evaluation Reports (NCOERs) that shows at least 24 months of Contracting experience (although NCOERs covering 48 months of experience would be preferable, in order to provide the DACM Office with more clear sight picture of the NCO).

c. Soldier Record Brief (SRB), dated within two months of packet submission.
Note: The Army DACM Office may ask the NCO to provide a more recent SRB at any time.

d. Last two DA Forms 705 (Army Combat Fitness Test Scorecard).
Note: The Army DACM Office may ask the NCO to provide a more recent DA Form 705 at any time.

e. Last two DA Form 5500/5501 (Body Fat Worksheet), if applicable.
Note: The Army DACM Office may ask the NCO to provide a more recent DA Form 5500/5501 at any time, in conjunction with the most recent DA Form 705.

f. Letters of Recommendation (LORs), one of which must be from the NCO's first-line supervisor. The NCO should not have more than three LORs in an application packet.

g. A Letter to the Board, addressed to the panel, explaining why the NCO should be considered for the DCP.

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Enclosure 2 – Application Packet Standards

- h. Unofficial college transcript(s) from all universities attended.

- i. Letters of Acceptance from institutions that were applied. The Letter of acceptance (or separate memorandum from the institution) must provide the following information:
 - (1) Name of the NCO accepted
 - (2) Name of the degree program to be pursued
 - (3) Length of the degree program
 - (4) Number of prerequisite courses required
 - (5) Number of transfer credits that will be accepted
 - (6) Number of hours currently completed toward the degree
 - (7) The day, month, and year of registration
 - (8) The day, month, and year classes begin
 - (9) The expected month and year of graduation
 - (10) The cost per credit hour or per semester/quarter

- i. DA Form 1618 (Application for Detail as Student Officer at a Civilian Educational Institution or at Training with Industry), signed by the NCO's Battalion Commander.
 - (1) A blank DA Form 1618 can be found on the Army Publishing Directorate website at https://armypubs.army.mil/pub/eforms/DR_a/pdf/A1618.pdf.
 - (2) The "To" address on the front of the DA Form 1618 is:

USAASC
SFAE-WPA (ATTN: 51C Proponency NCO)
9900 Belvoir Rd, BLDG 201
Fort Belvoir, VA 22060

- k. Active Duty Service Obligation memorandum.

- l. Branch Manager Memorandum (Send request to 51C PD NCO; QM Branch (Active Component)).

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m. A program plan or similar document showing the specific courses projected for each semester.

2. Incomplete packets will not be considered.

3. For issues with CAPPMS, please submit a CAMP Help Desk ticket at <https://rda.altess.army.mil/camp/>.

4. Point of contact for the 51C NCO DCP is the Army DACM Office 51C Proponency NCO at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil