

Education

# **Military Personnel Requirements for Civilian Education**

Headquarters  
Department of the Army  
Washington, DC  
26 March 2007

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 621-108

Military Personnel Requirements for Civilian Education

This major revision, dated 26 March 2007--

- o Adds Advanced Civilian Schooling opportunities for basic branch officers in accordance with the Deputy Chief of Staff, G-1 exception to policy (paras 1-4 and 3-3).
- o Places authority for validation of basic branch Army Educational Requirements System positions with the Deputy Chief of Staff, G-1 (paras 1-4 and 3-3).
- o Updates the annual Army Educational Requirements System review process (para 3-2).
- o Updates offices and addresses (throughout).
- o Deletes references to DA Form 2654-R and revises validation procedures to reflect the use of memorandum for record (para 3-3).
- o Reflects new policies and procedures pertaining to the validation process of positions where Advanced Civilian Schooling or Training with Industry is essential for the optimum performance of duty (paras 3-3 and 5-2).
- o Revises Training with Industry procedures following External Utilization Review Board decisions (para 5-4).

Effective 26 April 2007

## Education

### Military Personnel Requirements for Civilian Education

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By Order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation governs policies and procedures for military personnel requirements for civilian education and Training with Industry.

**Applicability.** This regulation applies to all agencies, activities, and Army commands or units directly under or dependent upon Headquarters, Department of the Army, for personnel support. It does not apply to general officers, lieutenants,

Army Medical Department personnel, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, or the Judge Advocate General's Corps.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct unit reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.**

This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-ZXM), 300 Army Pentagon, Washington, DC 20310-0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-1 (DAPE-ZXM), 300 Army Pentagon, Washington, DC 20310-0300.

**Distribution.** This publication is available in electronic media only and is intended for command level C for Active Army.

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\*This regulation supersedes AR 621-108, dated 3 March 1992 and rescinds DA Form 2654-R, January 1992.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation prescribes the procedures for identifying, validating, and filling Army Educational Requirements System (AERS) positions where Advanced Civilian Schooling (ACS) or Training with Industry (TWI) is essential for optimum performance of duties for—

- a.* Commissioned officer personnel with graduate degrees or graduate-level training.
- b.* Warrant Officer personnel with Bachelors or Masters degrees.
- c.* TWI participants with specialized training.

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and special terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

- a.* The Deputy Chief of Staff, G-1 (DCS, G-1) will establish policies and procedures to—
  - (1) Ensure a validation process occurs for officer positions where graduate education is essential for optimum performance of duty.
  - (2) Fill validated positions with personnel who have received appropriate ACS or TWI as required by the position where possible.
  - (3) Validate basic branch key developmental positions for ACS in accordance with Department of Defense (DOD) policy and Army regulations.
- b.* The Commanding General, Human Resources Command (CG, HRC), Alexandria, VA will—
  - (1) Consolidate all validated positions.
  - (2) Manage The Army Authorization Documents System Redesign (TAADS-R) database of validated positions.
  - (3) Manage the assignments of officers trained to fill validated positions.
  - (4) Annually review AERS-validated positions in TAADS-R.
  - (5) Provide an annual review report of TAADS-R validated positions to the DCS, G-1 and DCS, G-3/5/7, and upon request to DOD, the applicable Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), agency, activity, or proponent.
- c.* Heads of requesting agencies will—
  - (1) Annually review requirements for positions in which the incumbent must possess a graduate or undergraduate degree, or TWI experience. Requirements for ACS and TWI are not interchangeable.
  - (2) Submit requests for validation, revalidation, deletion, or changes, as required, through the appropriate command for review and final approval.
- d.* Proponents will—
  - (1) Annually review positions submitted for validation or revalidation and conduct a force structure review to identify similar positions worthy of validation in other Army organizations.
  - (2) Recommend validation or changes to AERS to the ACOM, ASCC, DRU agency and/or activity.
  - (3) Recommend approval or disapproval of positions submitted for validation.
  - (4) Participate as active members of AERS.
- e.* Heads of ACOMs, ASCCs, DRUs, agencies, and/or activities will—
  - (1) Consolidate all applicable Army Authorization Documents System-Redesign (TAADS-R) positions.
  - (2) Manage data base of TAADS-R-validated positions.
  - (3) Review and consolidate all positions received from proponents CG, HRC or DCS, G-1.
  - (4) Identify and validate those positions where ACS or TWI is essential for the performance of duty. Forward validation to HRC for AERS addition or deletion.
  - (5) Annually review requirements for positions in which the incumbent must possess a graduate or undergraduate degree, or TWI experience. Requirements for ACS and TWI are not interchangeable.
- f.* The Chief, Army Reserve (CAR) will develop policy pertinent to civilian schooling programs and utilization for Active Guard Reserve (AGR) personnel. Separate guidance will be published annually by CAR.
- g.* The Director, Army National Guard (DARNG) will develop policy pertinent to civilian schooling programs and utilization for Active Guard Reserve (AGR) personnel. Separate guidance will be published annually by DARNG.

### **1-5. General**

- a.* The program outlined in this regulation is designed to satisfy Army requirements for graduate education.

Organizational requirements identified and validated under this regulation result in a graduate education plan to satisfy those requirements. However, the approval of a position as AERS does not directly result in the education and assignment of an officer to fill that position. Because authorizations frequently change and graduate study requires 12–24 months, the graduate education program cannot fill specific positions in this manner. Officers entering graduate school in 2005 to satisfy valid requirements established in 2004 will not be available for assignment until 2006 or 2007.

*b.* The funded graduate education plan, which results from organizational requirements, is designed to develop an inventory of officers with the requisite education credentials to satisfy AERS requirements in a branch or functional area Armywide, not to fill a specific position. Therefore, graduate-educated officers are assigned to any vacant, validated AERS positions for which they are qualified.

*c.* Officers who participate in funded graduate education study in specific, directed academic disciplines. While the academic discipline studied is an assignment consideration following graduation, officers are assigned by grade and branch or functional area in accordance with the Officer Personnel Management System (OPMS) philosophy, not the academic discipline in which they were educated.

## **Chapter 2**

### **Determination of Graduate Education Requirements**

#### **2–1. General**

*a.* The determination of requirements begins by requesting agencies reviewing their organizations in order to identify positions where advanced civilian schooling is essential for optimum performance of duties. An advanced degree is any degree above the minimum entry requirements of the area of concentration. Typically this would equate to an associate degree for an enlisted soldier, a bachelor's degree for a warrant officer and a master's degree for an officer. Provisions in this regulation and documentation process allow for the documentation to require advanced degrees one (96) and two (98) levels above the entry minimum. Such positions require detailed, thorough, and explicit knowledge in an educational or technical field. This knowledge enhances unit preparedness for mobilization, staff planning, coordination, and command advisory functions. It includes the capability to comprehend theories, principles, terminology, processes, and techniques necessary for efficient appraisal, evaluation, and revision of complex programs. This review should also ensure that the schooling requirements cannot be satisfied through Civilian Education Short Course Training, or through the Army School System.

*b.* Graduate education at the grade of captain, major, and lieutenant colonel provides the officer the necessary skills to meet specific position requirements, which are generally narrow in scope and deep in technical application. This scope tends to broaden as one advances to the grade of colonel where executive leadership duties primarily prevail. At the colonel level, the officer's professional development has been complemented by graduate education, functional and professional military schooling, and a vast degree of military experience. HRC annually develops civilian schooling input, by specialty and academic discipline, at the grade of captain, major, and lieutenant colonel to create an inventory of officers at all grades that possess knowledge to satisfy AERS requirements.

*c.* Excepted positions (as defined in the glossary) will not be requested under the provisions of this regulation unless the position requires additional graduate education.

#### **2–2. Requesting agencies**

Requests for AERS positions will be compiled and validated by Department of the Army (DA) staff agencies, ACOM, ASCC, DRU, and other Army activities where requirements exist for Army personnel with graduate level education within DOD agencies. These agencies will also submit requests in order to develop a sufficient training program to support all requirements imposed upon the Army.

#### **2–3. Identification of positions**

*a.* Commissioned officer positions will be identified by branch or functional area, grade, civilian education level ((CEL), Master (96) or Ph.D. (98)), and appropriate academic code.

*b.* Positions should not be identified for validation that require captains to have education to the doctorate level. Normally captains do not have sufficient service to complete required military professional development and civilian educational level.

*c.* Warrant officer positions will be identified by military occupational specialty (MOS), CEL (Bachelor (96) or Master (98)), and appropriate three-letter academic discipline code.

*d.* Advanced civilian schooling requirements must always support a position's primary function. Position primary functions are represented by the branch or functional area. In determining the appropriate academic discipline for a

position, requesting agencies must ensure that the academic discipline requested supports the branch or functional area authorized for the position.

## **Chapter 3**

### **The Army Educational Requirements System Review**

#### **3-1. General**

*a.* The AERS review ensures that positions that require incumbents to possess an advanced education degree (commissioned officers), or bachelor's degree (warrant officers) are reviewed for validation.

*b.* The annual review serves the following purposes:

- (1) Allows for the detailed review of previously approved positions and positions approved on an interim basis.
- (2) Encourages the identification of new positions, not previously considered for validation.

*c.* The procedures detailed in paragraphs 3-2 and 3-3 apply to submission of requests for validation of AERS positions in preparation for the annual AERS review. Paragraph 3-4 discusses the procedures to be used for submitting requests for interim validation.

#### **3-2. Request preparation**

*a.* Organizations will review their requirements for positions in which the incumbent must possess an advanced degree. They will submit requests for validation of positions through the appropriate proponent to the appropriate ACOM, ASCC, DRU, agency and/or activity. Requests will consist of a separate justification memorandum for each position. A cover letter will be used to transmit multiple requests and will include—

- (1) The total number of positions for which validation is requested.
- (2) A listing of positions approved on an interim basis for which final validation is requested.

*b.* Minimum memorandum requirements will include—

- (1) Reason for request-addition, deletion, revalidation, change.
- (2) Civilian education level-bachelor's degree, master's degree, doctoral degree, or TWI. Warrant officer (WO) positions can't be validated below the bachelor's or above the master's degree level.
- (3) Academic Discipline Code: Use the three-letter code contained in AR 680-29.
- (4) ACOM, ASCC, and DRU.
- (5) Installation Activity Requisition Code (IARC) for the unit in which the position is authorized from current authorization document (if applicable).
- (6) Unit Identification Code (UIC).
- (7) Table of Distribution and Allowance (TDA) Command Control Number (CCNUM) from the current authorization document.
- (8) Paragraph and line number from current authorization document.
- (9) Grade.
- (10) Branch/area of concentration (that is, 11A, 25A, 92A), branch immaterial position code (01A, 02A), or functional area and area of concentration code (that is, 45A, 49A, 90A) for the position.
- (11) Position duty title and description. Give a brief description of duties for the position, emphasizing specific functions to be performed by the individual filling the position.

*c.* Commands or supervisory echelons reviewing requests will ensure adequacy, completeness, and accuracy of the cover letter and memorandums. Commands must also consider the mission essentialness of positions being recommended for validation. Particular attention will be directed toward consistency in degree and academic discipline requirements for like positions in similar units, agencies, and activities.

*d.* Agencies will forward all validated positions to the CG, HRC. The CG, HRC will assign an AERS control number for the assignment process (when applicable), and maintain an approved copy of all validation memorandums.

#### **3-3. Validation**

*a.* Each proponent will identify any positions where civilian schooling is necessary for optimum performance of duties, based upon a review of the requests for validation, an analysis of the force structure, and an analysis of officer professional development patterns.

(1) DOD policy states that validated positions are those with qualifications that normally may be acquired only through graduate education in a relevant field of study to optimally perform the primary duties. Such education will enable the officer to comprehend theories, principles, terminology, processes, and techniques that are necessary for effective evaluation, supervision, or management of complex programs.

(2) Basic branch key developmental assignments at the captain through lieutenant colonel levels are validated for utilization by DCS, G-1 in accordance with DODD 1322.10, E2.1.6 in that they require officers to conduct effective

staff planning, coordination, command, and/or advisory functions. ACOMs, ASCCs, DRUs, agencies, and/or activities must update TAADS-R to reflect DCS, G-1 validation of basic branch key developmental assignments and continue to review and update annually.

b. The proponent will recommend those positions determined as worthy of validation on an annual basis, at a minimum.

c. The appropriate ACOM, ASCC, DRU, agency, and/or activity validates each position prior to forwarding a final copy of the validation memorandum to the CG, HRC. The unit's authorization document will be reviewed and updated annually to reflect each approved AERS position in TAADS-R. This will be accomplished by the applicable activity in accordance with AR 71-32.

d. The CG, HRC will maintain validation memorandums, and previously approved DA Forms 2654-R, assign an AERS control number for the assignment process (where applicable), and conduct an annual review of validated positions listed in TAADS-R each October.

e. The CG, HRC will provide an annual review report of TAADS-R validated positions to the DCS, G-1 and upon request to the DCS, G-3/5/7, DOD, applicable ACOM, ASCC, DRU, agency, activity, or proponent.

### **3-4. Interim validations**

Interim validations are reserved for positions that result from an agency's establishment or significant upgrade in mission between annual reviews. These positions require immediate validation as AERS positions. Interim validations are temporary, and all positions approved on an interim basis will be submitted prior to the next scheduled AERS review for final validation. Agencies will submit all requests for interim validation through the appropriate proponent for review and recommendation of approval or disapproval to appropriate ACOM, ASCC, DRU, agency, and/or activity. Procedures outlined in paragraphs 3-2 and 3-3 will be followed. A cover letter will address the extraordinary reasons for the interim validation, including the impact of delaying validation until the next AERS review.

## **Chapter 4 Utilization of Personnel**

### **4-1. General**

a. Officers who received an advanced degree through an Army civilian schooling program are required to serve in an initial AERS-validated position for a minimum of 24 months.

b. All officers with advanced civilian degrees are eligible for assignment to AERS-validated positions. In addition to those who receive an advanced degree through an Army civilian schooling program, also included are officers who—

(1) Entered active duty with an advanced degree.

(2) Acquire an advanced degree on their own after entry into the Army.

c. Officers who have received Army funded ACS in support of a functional area or basic branch will have their functional designation (FD) locked to that respective functional area or basic branch. Officers who are designated into their functional area or basic branch because of ACS training do not participate in the FD board process. This does not apply to officers participating in the Expanded Graduate School Program (EGSP) or nonspecific programs such as the United States Military Academy rotating instructor program. Officers in EGSP or nonspecific programs will participate in the FD board process.

### **4-2. AERS utilization tour**

a. *Initial tour.* DOD policy specifies that officers who attend advanced civilian schooling for 12 months or more will serve an initial utilization tour in an AERS-validated position for graduate education. This utilization will be for a minimum of 24 months and will normally occur immediately following such education, but not later than the second assignment following completion of that education. This policy applies to both DA fully-funded and partially-funded programs. Officers may participate in partially-funded education without tuition reimbursement (Cooperative Degree Program and Degree Completion Program) for 12 consecutive months or less, to complete a graduate degree, without the obligation of assignment to a designated billet. Personnel who serve a dependent-restricted tour or all other tour for their initial tour are required to serve the remaining months in a valid AERS position on their subsequent tour.

b. *Subsequent tours.* DOD policy states that officers with an advanced civilian education degree will serve in as many subsequent AERS utilization assignments as Army requirements and professional, career development considerations will permit. Subsequent utilization assignments will occur primarily at the lieutenant colonel and colonel level and will be in AERS-validated positions.

### **4-3. Personnel requisitions**

Personnel requisitions to fill validated ACS positions are "K" type (DA special requisitions). AERS requisitions will be submitted in accordance with AR 614-185. Requisitions for military personnel that have received funded graduate level education will not be considered valid unless they have fulfilled their initial AERS utilization requirement. Assignment

instructions (when applicable) will include the AERS number for a validated AERS position in which utilization will be performed. HRC will maintain an education assignment consideration code on civil educated officers in the Electronic Assignment Coordination System (EACS) until they have fulfilled their entire initial utilization requirement.

#### **4-4. Personnel deferrals**

The CG, HRC is the approval authority for all requests for deferral from initial AERS utilization assignments, except for officers in the Judge Advocate General's Corps (JAGC) and the Chaplain Corps. HRC will exercise deferral authority for reasons such as attendance at certain military schools or selection for command. Initial AERS utilization assignments for JAGC and Chaplain Corps personnel will be deferred only as directed by The Judge Advocate General or The Chief of Chaplains, as appropriate.

#### **4-5. Personnel diversions**

*a. Initial AERS tours.* The diversion of an officer from an initial AERS utilization assignment is an indication that the position may not justify the expense, in time and money, to educate an individual to fill the position. The gaining command has the responsibility to ensure that officers assigned against validated AERS positions are properly utilized. (See para 4-2.) Failure to properly use AERS assets on their initial utilization tour may result in canceling the validation of the AERS position and/or the reassignment of the officer. Additionally, an officer who is diverted from his or her initial AERS assignment, for which the officer is qualified, (unless the diversion is to another AERS-validated position) will lose utilization credit for the period of the diversion. The officer will complete the remainder of his or her initial utilization tour immediately following the diversion. Upon assignment of an AERS asset (for an initial utilization tour) to a validated position, no further requisitions for a replacement for that position will be honored for a period of 24 months or until the asset is reassigned by HQDA.

*b. Subsequent AERS tours.* In consideration of individual professional development and priority organizational requirements, it may become necessary for commands or agencies to divert an individual from serving a subsequent tour in a validated AERS position. While such diversions do not constitute misuse of the officer, they do place the vacated AERS position in jeopardy of cancellation. Commands and agencies who divert officers from subsequent utilization in an AERS position should be aware that requisitions to fill the vacated position may not be filled due to a lack of officer personnel Dynamic Distribution System (DDS) support or the availability of assets.

#### **4-6. Personnel curtailment**

*a.* The CG, HRC is the approval authority for all requests for curtailment of initial AERS utilization, except for officers in the JAGC and the Chaplain Corps. Curtailment of JAGC and chaplain personnel will be done only as directed by The Judge Advocate General or The Chief of Chaplains, as appropriate. Approval by HRC of the curtailment request will—

(1) Authorize the reassignment of the AERS asset as the command/agency desires.

(2) Create an AERS position vacancy for which a "K"-type requisition (DA Special Requisitions) can be submitted.

*b.* Commands or agencies desiring to curtail an officer from AERS utilization will submit a request in writing to CG, HRC with a justification for the curtailment.

*c.* HRC will fill vacated AERS positions, provided the position is DDS supported and assets are available for assignment. Officers who receive curtailment of their initial AERS utilization will complete the remainder of the utilization (to 24 months) at the next available opportunity. HRC will maintain an education assignment consideration code on civil educated officers in the EACS and on the Officer Record Brief (ORB) until they have fulfilled their complete utilization requirement.

## **Chapter 5 Training with Industry**

### **5-1. General**

TWI is a nondegree producing program designed to provide training and/or skills in best business procedures and practices not available through existing military or advanced civilian schooling programs for identifiable DOD requirements. Service members selected to participate in the TWI program receive training for 6 to 12 consecutive months. The skills obtained must be applicable to the service member's mandatory immediate follow-on assignment. TWI assignment positions are not interchangeable with ACS-validated positions.

### **5-2. Identification of utilization positions**

*a.* Requesting agencies must review their organizations in order to identify positions where TWI experience is essential for optimum performance of duties. Such positions require detailed, thorough, and explicit knowledge in a

technical field. This knowledge enhances unit preparedness for mobilization, staff planning, coordination, and command advisory functions. This review should also ensure that the training requirements cannot be satisfied through Civilian Education Short Course Training, or through the Army School System.

*b.* TWI (97) positions require the officer to interact with the private sector on a routine basis. These positions will be identified and documented in TAADS-R.

*c.* No position can be documented as requiring both an advance civilian degree and TWI.

### **5-3. Request preparation**

*a.* Requests for TWI assignment positions will be compiled and submitted by DA Staff agencies, ACOM, ASCC, DRU, and other Army activities. Where requirements exist for Army personnel with TWI experience within DOD agencies, these agencies will also submit a request in order to develop a sufficient training program to support all requirements imposed upon the Army.

*b.* TWI assignment positions will be requested similarly to AERS positions. The procedures outlined in paragraph 3-2 should be followed in completing a request for a TWI (97) position validation.

*c.* Appropriate intervening commands or supervisory echelons will review requests submitted by preparing agencies to ensure adequacy, completeness, and accuracy of the memorandum of request. Commands must also consider the mission essentialness of positions being recommended for validation.

### **5-4. Validation of TWI training positions**

*a.* In conjunction with the annual AERS review, requests for TWI training position changes will be evaluated and validated in accordance with current External Utilization Review Board (EURB) guidance.

*b.* Activities and commands which identify a need for changes to TWI training positions will submit a request for validation and deletion through CG, HRC and appropriate intermediate channels to the Principal Deputy Under Secretary of Defense for Personnel and Readiness. Requests for newly validated training positions will eliminate an existing validated TWI training position.

*c.* The approval authority for new TWI training position changes is the Principal Deputy Under Secretary of Defense for Personnel and Readiness.

### **5-5. TWI utilization**

*a.* All students participating in the TWI Program incur a mandatory utilization assignment to be served immediately following completion of the program at their respective industry. The TWI utilization obligation will be for a minimum of 24 consecutive months.

*b.* Soldiers with TWI experience will serve subsequent assignments in positions requiring TWI experience, based upon Army requirements and professional development considerations. Subsequent assignments to TWI positions will occur consistent with career development.

*c.* The gaining command has the responsibility to ensure that officers assigned against approved TWI positions are properly utilized. The unit's authorization document must reflect each approved TWI (97) position in TAADS-R. This will be accomplished by the requesting activity in accordance with AR 71-32.

*d.* Upon assignment of a TWI officer (for an initial utilization tour) to an approved position, no replacement for that position will be assigned for a period of 24 months or until the officer is reassigned by HQDA.

*e.* The Principal Deputy Under Secretary of Defense for Personnel and Readiness is the approval authority for all requests for deferral from initial TWI utilization assignments. Requests will be submitted to CG, HRC for review and submission through appropriate channels to OSD for final approval. All requests will have full justification (for example, attending ILE; selected for command, and so forth.). Requests will be submitted no later than 6 months in advance to allow time to coordinate with DA Staff agencies.

*f.* Service members who receive curtailment of their initial TWI utilization assignment will complete the remainder of the utilization (to 24 months) at the next available opportunity.

### **5-6. TWI requisitions**

Personnel requisitions to fill approved TWI (97) positions are "K" type (DA Special Requisitions). In order to ensure that TWI positions are properly filled with trained personnel, commands and agencies must comply with the provisions of paragraph 5-7.

### **5-7. Annual Review**

ACOMs, ASCCs, DRUs, agencies, and activities will conduct an annual review of validated TWI (97) positions in the same manner as the annual AERS review process. HRC will conduct an annual review of TWI training positions and will brief the results to the DCS, G-1 and DCS, G-3/5/7 upon request.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 71–32**

Force Development and Documentation Consolidated Policies (Cited in para 3–3c and 5–5c.)

#### **AR 614–185**

Requisitions and Assignment Instructions for Officers (Cited in para 4–3.)

#### **AR 680–29**

Military Personnel: Organization, and Type of Transaction Codes (Cited in para 3–2b(3).)

#### **DODD 1322.10**

Policy on Graduate Education for Military Officers (Cited in para 3–3a(2).)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 600–3**

The Army Personnel Proponent System

#### **AR 611–1**

Military Occupational Classification Structure: Development and Implementation

#### **AR 621–1**

Training of Military Personnel at Civilian Institutions

#### **AR 621–7**

Army Fellowships and Scholarships

#### **DA Pam 351–4**

U.S. Army Formal Schools Catalog

#### **DA Pam 600–3**

Commissioned Officer Professional Development and Career Management

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

This section contains no entries.

## **Glossary**

### **Section I Abbreviations**

**ACS**

Advanced Civil Schooling

**ACOM**

Army Command

**AERS**

Army Educational Requirements System

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**ASCC**

Army Service Component Command

**CAR**

Chief, Army Reserve

**CC NUM**

Command Control Number

**CEL**

civilian education level

**CG, HRC**

Commanding General, Human Resources Command

**DA**

Department of the Army

**DARNG**

Director, Army National Guard

**DDS**

Dynamic Distribution System

**DCS**

Deputy Chief of Staff

**DOD**

Department of Defense

**DRU**

Direct Reporting Unit

**DTAV**

date of availability

**EACS**

Electronic Assignment Coordination System

**EGSP**

Expanded Graduate School Program

**EURB**

External Utilization Review Board

**FD**

functional designation

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**IARC**

Installation Activity Requisition Code

**JAGC**

Judge Advocate General's Corps

**MOS**

Military Occupational Specialty

**OPMS**

Officer Personnel Management System

**ORB**

officer record brief

**OSD**

Office of the Secretary of Defense

**ROTC**

Reserve Officer Training Corps

**SSI**

Specialty Skill Identifier

**TAADS-R**

The Army Authorization Documents System- Redesign

**TDA**

Table of Distribution and Allowance

**TWI**

Training with Industry

**UIC**

Unit Identification Code

**WO**

warrant officer

**Section II****Terms****ACOM, ASCC, DRU, agencies, and/or activities**

Member of the AERS who approves unit AERS positions. Database manager for TAADS-R AERS coded positions.

**AERS**

An annual review system established under the direction of the DCS, G-1 to identify all Army officer positions where civilian schooling or TWI (nondegree producing) is essential for optimum performance of duties. The AERS also

provides the means for determining the Army's annual advanced civilian schooling and training with industry requirements.

### **Excepted positions**

Positions that must be filled by officers who hold a graduate degree as a requisite for commissioning; for example, law degree for JAGC officers. These positions will not be requested under the provisions of this regulation. However, if these excepted positions require additional graduate training, for example, Master of Laws for JAGC, they will be requested in accordance with this regulation.

### **Interim validation**

Temporary validation of a request. Must be fully justified as to why it cannot wait for the annually scheduled review cycle. Interim validations will be resubmitted for final validation during the next regularly scheduled AERS review.

### **Nonobligated AERS assets**

Officers who have obtained ACS education degrees or TWI (and warrant officers with bachelor's degrees) in academic disciplines that support their branch, functional area, or MOS. Nonobligated officers include:

- a. Officers who obtained their degrees on their own.
- b. Officers who obtained their degrees prior to entry on active duty.
- c. Officers who obtained their degree from a funded program and have completed one 24-month AERS utilization tour.

### **Obligated AERS assets**

Officers who have obtained advanced civilian education degrees or training with industry under the provisions of AR 621-1 (Army sponsored fully- or partially-funded), and have not completed a 24-month utilization tour.

### **Proponent**

Member of the AERS who reviews requests for validation submitted by the field and conducts an analysis of the force structure, organizational mission, and officer professional development patterns.

### **TWI assets**

Service members who receive training at an industry that results in a specialized technical skill not sufficiently available through the military schooling system or degree-producing advanced civilian schooling programs.

### **TWI program sponsor**

The Army staff office or organizational headquarters that is the technical expert for a given branch or functional area and serves as the liaison between the U.S. Army and the respective participating industry.

### **Validated positions**

Specific positions that are reviewed by the proponent and validated by the ACOM, ASCC, DRU, agency, or activity.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

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