

Army Regulation 621–1

Education

**Advanced
Education
Programs and
Requirements
for Military
Personnel**

**Headquarters
Department of the Army
Washington, DC
11 December 2019**

UNCLASSIFIED

SUMMARY of CHANGE

AR 621-1

Advanced Education Programs and Requirements for Military Personnel

This major revision, dated 11 December 2019—

- o Changes the title from “Training of Military Personnel at Civilian Institutions” to “Advanced Education Programs and Requirements for Military Personnel” (cover).
- o Adds responsibilities for Deputy Chief of Staff, G-3/5/7 to document and approve requests to validate educational requirements (para 1-4c).
- o Adds information pertaining to noncommissioned officers’ obtainment of master’s degrees through fully-funded programs (para 1-7e, 5-2e, 6-1c, and 6-1d(3)).
- o Clarifies process, policy, and guidance for participation in fully-funded programs (chap 6).
- o Adds information that activity duty officers are not eligible for chapter 33 of Post 9/11 GI Bill (para 6-1f(2)).
- o Adds service remaining requirement for non-commissioned officers (para 6-9).
- o Adds restrictions on distance learning (online programs, satellite campus definition and restrictions, and executive degree programs) (para 7-1a(7)).
- o Adds Headquarters, Department of the Army Strategic Broadening Seminars information (chap 10).
- o Changes term, “Official Military Personnel File” to “Army Military Human Resource Record” (throughout).

Education

Advanced Education Programs and Requirements for Military Personnel

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

States, and the U.S. Army Reserve. This regulation also 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, Army medical department personnel in accordance with AR 351–3.

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 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 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 internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

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-MPO-D), 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-MPO-D), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is a major revision.

Summary. This publication establishes requirements and policy for on-duty, full-time attendance of military personnel at civilian academic institutions and for participation in the Army’s Training with Industry Program.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United

Contents (Listed by paragraph and page number)

Chapter 1

Scope and Goals of the Programs, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Records management (recordkeeping) requirements • 1–5, page 2

Training agencies • 1–6, page 2

Objectives • 1–7, page 2

Scope • 1–8, page 3

Chapter 2

The Army Educational Requirements System Review, page 3

General • 2–1, page 3

Request preparation • 2–2, page 3

Validation • 2–3, page 4

Interim validations • 2–4, page 4

*This regulation supersedes AR 621–1, dated 28 August 2007 and AR 621–108, dated 26 March 2007.

Contents—Continued

Chapter 3

Determination of Graduate Education Requirements, page 5

General • 3-1, page 5

Requesting officials • 3-2, page 5

Identification of positions • 3-3, page 5

Chapter 4

Utilization of Personnel, page 5

General • 4-1, page 5

Army Educational Requirement System utilization tour • 4-2, page 6

Personnel requisitions • 4-3, page 6

Personnel deferrals • 4-4, page 6

Personnel diversions • 4-5, page 6

Personnel curtailment • 4-6, page 7

Chapter 5

Administration of the Civilian Schooling Programs, page 7

General • 5-1, page 7

Determining requirements • 5-2, page 7

Prior civilian education • 5-3, page 7

Contacts with training institutions • 5-4, page 7

Selection and notification of students • 5-5, page 8

School and program selection • 5-6, page 8

Assignment instructions and travel • 5-7, page 8

Long course administration of assignments • 5-8, page 9

Records, reports, and monitoring of training at civilian institutions • 5-9, page 9

Arrangement of courses • 5-10, page 11

Training attendance • 5-11, page 11

Personal conduct and appearance • 5-12, page 12

The Army Body Composition Program • 5-13, page 12

Public writings • 5-14, page 12

Extracurricular activities • 5-15, page 13

Funded post schooling assignments • 5-16, page 13

Chapter 6

Fully-funded Schooling, page 13

General • 6-1, page 13

Planning factors and budgeting of fully-funded programs • 6-2, page 14

Determining fully-funded quotas • 6-3, page 15

Fully-funded eligibility • 6-4, page 15

Fully-funded application process • 6-5, page 15

Staff and faculty at U.S. Military Academy • 6-6, page 16

Student requirements • 6-7, page 16

Funding • 6-8, page 17

Service obligation and recoupment • 6-9, page 17

Chapter 7

Partially-funded Long Course Programs, page 17

Degree Completion and Cooperative Degree Program • 7-1, page 17

Determining annual Degree Completion Program/Cooperative Degree Program quotas • 7-2, page 18

Eligibility • 7-3, page 18

Application procedure • 7-4, page 19

Assignment instructions and reporting • 7-5, page 19

Student requirements • 7-6, page 20

Extracurricular activities • 7-7, page 20

Funding • 7-8, page 20

Contents—Continued

Service obligation and recoupment • 7–9, *page 20*

Post-schooling assignment • 7–10, *page 20*

Permissive temporary duty • 7–11, *page 20*

Chapter 8

Training with Industry Program, *page 21*

General • 8–1, *page 21*

Determining annual training with industry quotas • 8–2, *page 21*

Identification of utilization positions • 8–3, *page 21*

Request preparation • 8–4, *page 21*

Validation of training with industry training positions • 8–5, *page 21*

Eligibility • 8–6, *page 22*

Application guidance • 8–7, *page 22*

Training with industry utilization • 8–8, *page 22*

Training with industry requisitions • 8–9, *page 22*

Annual review • 8–10, *page 22*

Records, reports, and monitoring of the Training with Industry Program • 8–11, *page 23*

Assignment instructions and reporting • 8–12, *page 23*

Student requirements • 8–13, *page 23*

Funding • 8–14, *page 24*

Service obligation and recoupment • 8–15, *page 24*

Post-schooling assignment • 8–16, *page 24*

Chapter 9

Short Course Training, *page 24*

General • 9–1, *page 24*

Service obligation • 9–2, *page 24*

Requests for training • 9–3, *page 24*

Payment of tuition • 9–4, *page 24*

Chapter 10

Headquarters, Department of the Army Strategic Broadening Seminars, *page 25*

General • 10–1, *page 25*

Selection • 10–2, *page 25*

Service obligation • 10–3, *page 25*

Appendixes

A. References, *page 26*

B. Internal Control Evaluation, *page 29*

Glossary

Chapter 1 Scope and Goals of the Programs

1–1. Purpose

This regulation establishes policies and assigns responsibilities and processes for full-time educational programs (fully- and partially-funded) for active duty commissioned, warrant officers (WOs) and noncommissioned officers (NCOs), in civilian schools, institutions, commerce, and training with industry (TWI), Service schools offering accredited degrees Section 4301, Title 10, United States Code (10 USC 4301).

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

a. Assistant Secretary of the Army (Acquisition, Logistics and Technology). On behalf of the ASA (ALT), the Director, U.S. Army Acquisition Support Center (AASC) will coordinate advanced degree training and TWI programs for the Director, Acquisition Career Management.

b. Deputy Chief of Staff, G–1. The DCS, G–1 will establish policies and procedures to—

- (1) Develop pertinent civilian schooling programs.
- (2) Ensure a validation process occurs for officer positions where graduate education is essential for optimum performance of duty.
- (3) Fill validated positions with personnel who received appropriate advanced civilian schooling (ACS) or TWI as required by the position, when possible.
- (4) Validate basic branch key developmental positions for ACS or TWI as required by the position, when possible.
- (5) Ensure that the Commanding General (CG), U.S. Army Human Resources Command (HRC) will—
 - a.* Consolidate all validated positions.
 - b.* Execute the ACS program in accordance with DODI 1322.10.
 - c.* Manage and conduct an annual review of the Army Educational Requirement System (AERS) database in The Army Authorization Document System (TAADS).
 - d.* Manage TAADS database of validated positions for ACS and TWI.
 - e.* Approve nominations, fill validated positions, and issue assignment instructions for travel to and from full-time schooling.
 - f.* Approve or disapprove required waivers.
 - g.* Develop budget estimates and manage and execute the annual budget.
 - h.* Provide instructions for payment of school related expenses.
 - i.* Provide an annual review report of The Army Authorization Document System-Redesign (TAADS-R) validated positions to the DCS, G–1 and the DCS, G–3/5/7, and upon request to Department of Defense (DOD), the applicable Army command (ACOM), Army service component command (ASCC), direct reporting unit (DRU), agency, activity, or proponent.

c. Deputy Chief of Staff, G–3/5/7. The DCS G–3/5/7 will—

- (1) Prioritize and program resources to fund select programs governed by this regulation.
- (2) Approve all requests for the validation of education requirements in table of organization and equipment (TOE) and table of distribution and allowance (TDA) documents.
- (3) Document TOE and TDA with appropriate AERS codes.

d. Chief, National Guard Bureau. The CNGB will develop policies pertinent to civilian schooling programs for active guard reserve (AGR) personnel. Separate guidance will be published annually.

e. Chief, Army Reserve. The CAR will develop policies pertinent to civilian schooling programs for AGR personnel. Separate guidance will be published annually.

f. Commanders of Army commands, Army service component commands, and direct reporting units. Commanders of ACOMs, ASCCs, and DRUs will—

- (1) Validate positions requiring Army officers with specific civilian education in accordance with the AERS.
- (2) Consolidate all applicable TAADS-R positions.

- (3) Manage database of TAADS-R validated positions.
- (4) Review and consolidate all positions received from proponents CG, HRC; or the DCS, G-1.
- (5) Identify and validate those positions where ACS and TWI are essential for the performance of duty. Forward validation requests to HRC for addition or deletion from AERS.
- (6) Superintendent, United States Military Academy, Commandant, U.S. Army War College, and Director, National Intelligence University will—
 - (a) Provide military administration of all students assigned or attached to their headquarters.
 - (b) Promote notifications, pay, discipline, medical care, supply, transportation, processing of academic reports (see AR 623-3), leave of absence, and supply of Department of the Army (DA) publications. Students may correspond directly with the headquarters to which assigned or attached on matters affecting their duty or assignment. Students attached to a Defense Attaché Office (DAO) will forward all official correspondence through their DAO.
- (7) *Commanding General, U.S. Army Training and Doctrine Command.* CG, TRADOC will—
 - (a) Provide personnel to meet planned requirements.
 - (b) 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.
 - (c) Submit requests for validation, revalidation, deletion, or changes, as required, through the appropriate command for review and final approval.
 - (d) 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.
 - (e) Recommend validation or changes to AERS to the ACOM, ASCC, and DRU.
 - (f) Recommend approval or disapproval of positions submitted for validation.
- (8) *Director, U.S. Army Acquisition Support Center.* AASC will coordinate, process, and forward to HRC the advanced degree training and TWI programs for the Director, Acquisition Career Management.

1-5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

1-6. Training agencies

Training agencies and elements of the Army that request training and assign personnel. They include—

- a. *Career branches and Army elements.*
 - (1) Office of the Chief of Chaplains.
 - (2) Office of The Judge Advocate General.
 - (3) Army Acquisition Corps (AAC).
 - (4) United States Military Academy (USMA).
 - (5) U.S. Army Training and Doctrine Command (TRADOC) and non-TRADOC branch/functional area proponents (or personnel developers as defined in AR 600-3).
 - (6) TRADOC schools and centers (for Cooperative Degree Programs (CDPs)).
 - (7) ACOMs, ASCCs, DRUs, and staff elements of Headquarters, Department of the Army (HQDA) – for short course training.
 - (8) U.S. Special Operations Command (USSOCOM).
 - (9) Commandant, Command and General Staff College.
 - (10) Commandant, U.S. Army War College.
- b. *Career divisions of Human Resources Command.*
 - (1) ANHR-OPA-P/(Operations Division).
 - (2) AHRC-OPB-P/(Operational Support Division).
 - (3) AHRC-OPC-P/(Force Sustainment Division).
 - (4) AHRC-OPH-MS/(Health Service Division).
 - (5) AHRC-EP/(Enlisted Personnel Management Division).

1-7. Objectives

The programs support the following Army objectives:

- a. All commissioned officers obtain a baccalaureate degree. Officers are also encouraged to obtain an advanced degree in a field related to one of their specialties by taking part in off-duty educational programs.
- b. To educate selected officers on a full-time basis to an advanced degree level to meet needs validated by the AERS.
- c. All career WOs are encouraged to obtain their associate degree in a field related to their specialty by the time they reach their fifth year of WO service. WOs are also encouraged to obtain a baccalaureate degree by the 13th year of WO service in a field related to their functional specialty by taking part in off-duty education programs.
- d. To educate selected WOs on a full-time basis to an advanced degree level (associate, baccalaureate, or master's) needs validated by the AERS.
- e. To educate selected NCOs on a full-time basis to an advanced degree level (associate, baccalaureate, or master's) to meet the goals defined by applicable branch proponents.
- f. To educate officers and senior NCOs who normally have contact with civilian industries in performing official duties. TWI programs provide knowledge, experience, and perspectives on industrial management and operational technique. This training also applies to positions with responsibilities that parallel industry functions. This training is not available through the military service school system nor through civilian colleges or universities.
- g. Prescribes the procedures for identifying, validating, and filling AERS positions where ACS or TWI is essential for optimum performance of duties for—
 - (1) Commissioned officer personnel with graduate degrees or graduate-level training.
 - (2) WO personnel with bachelor's or master's degrees.
 - (3) TWI participants with specialized training.

1–8. Scope

a. This regulation provides policies for full-time educational programs (fully- and partially-funded) for active duty commissioned, WOs, and NCOs, in civilian schools, institutions, commerce, or industry, at civilian institutions for Regular Army (RA) personnel.

(1) *Fully-funded long course programs.* While attending civilian schooling, personnel receive full pay and allowances with the majority of the tuition and other schooling costs being assumed by the U.S. Army. Soldiers attend school instead of performing usual military duties.

(2) *Partially-funded long course programs.* While pursuing a graduate degree the Soldier receives full pay and allowances with the majority of tuition and other schooling costs paid by the Soldier from personal funds and/or benefits to which the Soldier was entitled. Soldier attend school instead of performing usual military duties. Partially-funded include the Degree Completion and Cooperative Degree programs.

(3) *Training with industry.* Provides training and/or development of skills in U.S. private sector procedures and practices not available through existing military or ACS programs or other established training and education programs.

(4) *Short course training at civilian institutions for Soldiers on active duty.*

b. Study leading to a degree in religion, or theology, or programs sponsored by the Surgeon General are not covered by this regulation. For advanced medical or dental education refer to AR 351–3. For programs sponsored by the Chief of Chaplains refer to AR 165–1.

Chapter 2 The Army Educational Requirements System Review

2–1. General

a. The AERS review ensures positions that require incumbents to possess an advanced education degree (commissioned officers), or bachelor's degree (WOs) 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.

2–2. 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 who will forward to the DCS, G–3/5/7 (DAMO-FM) for final approval. 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 (CEL)-bachelor's degree, master's degree, doctoral degree, or TWI. WO positions cannot be validated below the bachelor's or above the master's degree level.
 - (3) Academic Discipline Code: Use the three-letter code TOPMIS metadata (<https://hrcmetahelper.hrc.army.mil/>).
 - (4) ACOM, ASCC, and DRU.
 - (5) Installation Activity Requisition Code for the unit in which the position is authorized from current authorization document (if applicable).
 - (6) Unit identification code.
 - (7) TDA and Command and Control Number 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.* Once approved by the DCS, G-3/5/7 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.

2-3. 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 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 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 the DCS, G-1 in accordance with DODI 1322.06, 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 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 DCS, G-3/5/7 (DAMO-FM). 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, 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.

2-4. 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 who will forward to CG, HRC (AHRC-OPL-C) for additional to the AERS database and tracking. A cover letter will address the extraordinary reasons for the interim validation, including the impact of delaying validation until the next AERS review.

Chapter 3

Determination of Graduate Education Requirements

3–1. 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 a bachelor's degree for NCOs and WO and 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 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 will not be requested under the provisions of this regulation unless the position requires additional graduate education (as defined in the glossary).

3–2. Requesting officials

Requests for AERS positions will be compiled and validated by 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.

3–3. Identification of positions

a. Commissioned officer positions will be identified by branch or functional area, grade, civilian education level ((CEL), Master (96), TWI (97) or PhD (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. WO positions will be identified by military occupational specialty (MOS), CEL (Bachelor (96), TWI (97) 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 the academic discipline requested supports the branch or functional area authorized for the position.

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, are officers who—

- (1) Enter 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 USMA rotating instructor program. Officers in EGSP or nonspecific programs will participate in the FD board process.

4–2. Army Educational Requirement System utilization tour

a. *Initial tour.* DODI 1322.06 and DODI 1322.10 specifies 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 (DCP)) 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.* DODI 1322.06 and DODI 1322.10 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). 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 until they have fulfilled their entire initial utilization requirement. Refer to AR 614–100 for additional guidance on personnel requisitions.

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 Army Educational Requirement System tours.* The diversion of an officer from an initial AERS utilization assignment is an indication 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 officers assigned against validated AERS positions are properly utilized. 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 their 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 their 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 Army Educational Requirement System 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.

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 Dynamic Distribution System 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 Electronic Assignment Coordination System and on the Soldier Record Brief (SRB) until they have fulfilled their complete utilization requirement.

Chapter 5 Administration of the Civilian Schooling Programs

5–1. General

This chapter discusses the administrative policies to be followed in determining requirements, planning, and conduct of educational and training programs.

5–2. Determining requirements

a. Educational training requirements for commissioned, WOs, enlisted are based on TAADS AERS validated positions and branch/functional area requirements expressed in DA Pam 600–3 and DA Pam 600–25.

b. Army Acquisitions Corps (AAC) by the validated military acquisition position list (MAPL).

c. Requirements for education-based retention incentive programs will be determined by the DCS, G–1 (DMPM), in coordination with HRC (AHRC-OPL-C).

d. Additional requirements proposed and funded by proponents or training agencies will be validated by the DCS, G–1 (DMPM) in coordination with the DCS, G–3/5/7 (DAMO-TR) and HRC (AHRC-OPL-C).

e. Branch proponents may select and fund NCOs for attendance at civilian institutions to obtain advanced degrees.

5–3. Prior civilian education

a. Army personnel may not enroll in any full-time Army educational program to obtain a second degree at the same academic level (for example, master’s or baccalaureate) if the first degree was obtained through one of the military Services’ full-time educational programs.

b. Personnel may be considered on a case-by-case basis for a same level degree program described in this regulation if the current degree was obtained during off-duty hours or before entry on active duty, or in a different academic discipline, dependent upon the needs of the Army. This exception applies only to programs covered by this regulation and not to a voluntary education programs in accordance with AR 621–5, which prohibits use of tuition assistance toward a second, same/level degree regardless of when the degree was obtained or the funding resource.

c. Any proposed education-based retention incentive program contract will include a stipulation that if the officer elects to attend school via another full-time education program, their retention incentive contract will be void.

5–4. Contacts with training institutions

a. *Civilian institutions.* Personnel applying for schooling governed by this regulation are authorized direct contact with the schools to which they are applying; however, applicants wanting to attend the Defense Comptrollership Program at Syracuse University must apply to their respective career division.

(1) *Commercial and industrial institutions.* Contacts with commercial and industrial institutions to secure training under the TWI Program will be made by the HQDA proponent or HRC-OPL-C as required.

(2) *Visits to institutions.* On approval from the CG, HRC, visits to institutions may be made by personnel from the responsible training agencies to determine student progress and to maintain general liaison.

(3) *Complaints.* Any complaints or criticisms related to the training of Soldiers (by Soldiers, or about Soldiers) will be reported to HRC (AHRC-OPL-C).

b. *Training agencies.* Training agencies are authorized direct contact with schools to discuss tuition reductions for their personnel and/or to discuss specific educational needs. Any tuition agreements reached must be coordinated with HRC

(HRC-OPL-C) prior to implementation. In no case will a training agency guarantee the attendance of a specific number of students at any civilian institution.

5–5. Selection and notification of students

- a. Applicants will be selected for nomination by the proper training agency (see para 1–6).
- b. All long course programs governed by this regulation are voluntary as the Soldier incurs an active duty service obligation (ADSO) for officers outlined in AR 350–100 or enlisted with service remaining requirement (SRR) in AR 614–200.
- c. Specific qualifications, application, nomination, selection, and approval processes are outlined:
 - (1) *Fully-funded programs.* Chapter 6 applies.
 - (2) *Degree Completion Program.* Chapter 7 applies.
 - (3) *Cooperative Degree Program.* Chapter 7 applies.
 - (4) *Training with Industry Program.* Chapter 8 applies.
 - (5) *Short Course Program.* Chapter 10 applies.

5–6. School and program selection

- a. All long and short course education governed by this regulation will be conducted at institutions accredited by an accrediting organization recognized by the U.S. Department of Education.
- b. Foreign school attendance is not authorized under the programs governed by this regulation. Specific restrictions for fully-funded programs is listed in chapter 6. Exceptions will be directed thru HRC (AHRC-OPL-C) to the DCS, G–1 for approval.
- c. All long course programs will maintain the student in a full-time status with the educational institution to include summer sessions.
- d. Except as noted in the appropriate chapter, all courses of study for programs governed by this regulation will be in a traditional classroom setting at a main campus of the civilian institution. The following program types will not be selected:
 - (1) Online degree programs.
 - (2) Programs at satellite campuses on military installations, storefronts, or other non-traditional campus setting.
 - (3) Executive or working professional type programs where courses are taken at night and/or on weekends. This would include “hybrid” programs that combine online and night/weekend courses.
 - (4) Higher academic institutions that facilitate accelerated coursework are prohibited as institution do not allow participants to fully enroll in a full-time course load.
- e. Courses as part of a traditional program offered in the evening will not necessarily be construed as being a night program.
- f. Exceptions for less than full-time attendance, online or distance learning classes, as part of a traditional program, will be requested with the nomination packet and must receive approval from HRC (AHRC-OPL-C).

5–7. Assignment instructions and travel

- a. *Assignment instructions for long course instruction.* Assignment to a school with 20 weeks or more will constitute a permanent change of station (PCS), excluding Degree Completion Program (DCP) and Cooperative Degree Program (CDP). Upon receipt of a final approval of training from AHRC-OPL-C, training agencies will request assignment instructions. Instructions for all PCS assignments for students will be issued by the applicable career division at HRC. This includes assignment instructions removing students from their assignments at civilian institutions. Assignment instructions directing removal will be published only upon—
 - (1) Successful completion of a course or program of instruction.
 - (2) Failure to complete degree requirements in the authorized period of study.
 - (3) Failure of a student to meet the academic standards set by the institutions or HRC.
 - (4) Medical, disciplinary, or other reasons as determined by the training agency.
 - (5) Needs of the Army.
- b. *Assignment instructions assigning personnel to civilian institutions.*
 - (1) Assignment instructions will specify a reporting date no earlier than 10 days before the first day of class or earliest date required to be present at the university. Requests for exceptions in excess of 10 days must be endorsed by the training agency, accompanied by an agreement of gainful employment, and submitted through the student detachment commander to CG, HRC (AHRC-OPL-C) for final approval.
 - (2) Assignment instructions for all personnel into or out of fully-funded programs and TWI will include the AERS number to which the student will be assigned.

(3) Field commanders will issue temporary duty (TDY) assignment instructions for DCP and CDP. Training agencies will utilize administrative absence instructions in accordance with AR 600–8–10.

(4) Field commanders will issue TDY assignment instructions for short course instructions. The agency requesting the training will provide TDY travel and per diem funds.

c. Travel. Funds for TDY travel and per diem are not programmed as part of fully- or partially-funded programs. Personnel applying for programs governed by this regulation are encouraged to avoid programs of study that require travel.

(1) *Student travel.* Students may request travel funding from their training agency or the organization to which they will be assigned if the research or attendance will benefit the proponent or organization. Students may also travel at no cost or administrative absence in accordance with AR 600–8–10. The student is responsible for making all travel arrangements.

(a) Students may apply for scholarships, fellowships, or grants to support travel costs from an entity that does not have interests or have a majority of members with interests that could be substantially affected by the individual's performance level of their official duties.

(b) Prior to accepting the scholarship or grant, the student will request approval from HRC (AHRC-OPL-C) who will ensure proper ethics official or designee determines that—

1. The scholarship or grant is part of an established program of grants or awards that has written standards for choosing recipients and that is funded, wholly or in part, to ensure it may continue to award recipients on a regular basis.

2. Or the scholarship or grant is established for the benefit of DOD personnel, and recipients are selected pursuant to written standards established in this publication or, where the scholarship or grant is available only to Service members, by the Secretary of the military department concerned. These criteria are in accordance with 5 CFR 3601.103.

(2) *Travel within the United States.* Students will submit requests for TDY travel to the appropriate training agency a minimum of 90 days prior to the desired date of departure. Requests will contain justification that the travel is required by the institution. All requests must be endorsed by the student's academic advisor, and training agency, and submitted to HRC (AHRC-OPL-C) for final approval. Information copies will be sent to the proper student detachment.

(3) *Travel outside the United States.* Students in programs governed by this regulation are not permitted to travel to hazardous duty areas. Students who desire to travel to approved overseas areas in conjunction with study abroad as a part of their overall academic program may do so at their own expense unless funding is provided by their training agency. All requests must be endorsed by the student's academic advisor, student detachment commander, and/or training agency and submitted to HRC (AHRC-OPL-C) 120 days before desired date of departure for final approval. The additional requirement allows for approval through HRC (AHRC-OPL-C) travel coordination through the applicable student detachment, passport processing, country clearances, and administrative processing. The student is responsible for making all travel arrangements.

5–8. Long course administration of assignments

a. Students attending civilian schools and TWI in the U.S. or foreign schools outside the U.S. will be assigned to the U.S. Army Student Detachment, U.S. Army Training and Doctrine Command (TRADOC), Fort Jackson, SC 29207, with duty at the respective school.

(1) Incoming USMA tactical officers will be assigned to the USMA student account.

(2) Selected sergeant major course instructors will be assigned to the United States Army Sergeants Major Academy account.

b. Students attending foreign schools will be attached to an Army overseas command for command and control when the school is located within its area. For areas where there is no major overseas command, students will be attached for command and control purposes only to the DAO. Requests for attachment of students, when appropriate, will be sent through the Defense Intelligence Agency to the appropriate defense attaché for approval. Administrative support will be coordinated through applicable student detachment.

5–9. Records, reports, and monitoring of training at civilian institutions

a. Records. The training agencies will keep accurate records of personnel in training. Records will include—

(1) Name and grade.

(2) Institution.

(3) Field of study.

(4) Length of instruction, with date of entry, and estimated date of completion.

(5) Reports of ratings while in training.

(6) Authority for this training.

(7) Current rosters grouped by field of training of all members who have completed training. HRC will update the Soldier's Army Military Human Resource Record (AMHRR) upon receipt of the completed DA Form 1059-1 (Civilian Institution Academic Evaluation Report) and degree awarding transcripts.

b. Tracking of utilization tour accomplishment with The Army Authorization Document System/Army Education Requirement System positions indication.

(1) An initial DA Form 2125 (Report to Training Agency) will be submitted with each nomination packet. This will provide a record of the program of study as agreed to between the student and the officer's academic advisor. For fully-funded programs, it will supplement the tuition agreement.

(2) After arrival at the school and at the end of each academic term, the student will prepare and mail a DA Form 2125 to CG, HRC (AHRC-OPL-C) 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5208 and their appropriate training agency (para 1-6). Officers sponsored by the USMA will also forward a copy to the Superintendent, USMA, West Point, NY 10996-5000.

(3) Students will complete the reverse side of the initial DA Form 2125 to inform HRC and the training agencies of their academic plan, and to show their proposed program was prepared in consultation with the student's faculty advisor or institution representative familiar with the student's curriculum. The reverse of DA Form 2125 need not be resubmitted each term unless the academic plan changes. For students required to submit a thesis or dissertation, the title and a short summary must be provided with their final DA Form 2125.

c. Monitoring of training. The proponents training agencies will monitor the academic progress of students in this program. Personnel in long course graduate level programs are required to maintain a grade of B or better in every class. Personnel who fail to maintain a grade of B will receive a memorandum for record from the applicable training agency. Grades lower than a B will be reason for disenrollment from their program.

d. DA Form 1059-1 and degree awarding transcripts. This form and official transcripts are the only documents that officially reflect a student's performance while in school. Therefore, it is important for students to ensure their proper preparation and timely submission for inclusion into their AMHRR. Failure to do so may result in negative consequences for students as they are considered for promotion or for selection to higher-level military schooling and/or impede submission of their next evaluation report of DA Form 1059-1. It will be prepared in accordance with AR 623-3 before a student leaves school. Student's will complete Section I and then submit the reports to proper school officials for completion of section II. The student should ensure institution officials know the purpose of section II is to state—

(1) The degree has been awarded.

(2) Date of award.

(3) Full title of the degree, including major and minor (if applicable), and area of study.

(4) Comments on the student's academic performance.

(5) Soldier meets the height, weight, and physical fitness requirements.

(6) HRC (AHRC-OPL-C) will be the reviewing official for all fully-funded programs, DCP, CDP, and TWI. The appropriate training agency will be the reviewing official for short course training.

e. Transcripts. Received from accredited educational institution recognized by the U.S. Department of Education (<http://ope.ed.gov/accreditation>) or by the Council for Higher Education Accreditation (www.chea.org).

(1) Transcript must bear the following information:

(a) Educational institution seal, watermark, or letterhead.

(b) If conferring a degree, type of degree and date the degree was awarded.

(c) Educational institution official's stamp or signature.

(d) The transcript is not required to be in a sealed envelope from the institution.

(2) Soldiers with transcripts from foreign colleges or universities must have their documents evaluated by the U.S. equivalency. Evaluations must be accompanied by copies of source documents used to determine U.S. equivalency. Evaluations of foreign transcripts will be accepted from any degree granting institution accredited by any accrediting organization recognized by the U.S. Department of Education or any member of the National Association of Credential Evaluation Services.

(3) One copy of student's official transcripts showing the degree conferred must be included with the DA Form 1059-1. In cases where a degree is awarded by a foreign university through a scholarship, fellowship, or joint degree program, transcripts must be evaluated by the National Association of Credential Evaluation Services and the evaluation included with the submission of the official degree awarding transcripts and final DA Form 1059-1. The student is responsible for authorizing school officials to release official transcripts to HRC. School officials or the student will send their transcripts to CG, HRC (AHRC-OPL-L) via email at usarmy.knox.hrc.mbx.opmd-army-acs@mail.mil.

f. Reports for doctoral candidates. Persons authorized to attend school for a doctoral degree will provide an annual DA Form 1059–1 in accordance with AR 623–3. Upon completion of coursework, doctoral candidates will state the approximate completion date for their dissertation. Official degree awarding transcripts must be submitted with the final DA Form 1059–1.

g. Failure to achieve a degree. Students who fail to achieve a degree at the conclusion of their formal period of study or training, who voluntarily withdraw, or who are dis-enrolled for substandard academic performance or misconduct prior to completion of their study must submit an Academic Evaluation Report. Unsuccessful completion of training in the time allotted, early removal from the program for poor performance or Uniform Code of Military Justice related reasons is considered adverse and the DA Form 1059–1 will reflect this. Exceptions are made for persons who through no fault of their own (for example, medical or compassionate reasons) fail to complete a course.

(1) Training agencies or school officials will complete civilian institution section as noted above and provide comments to explain why the student failed to achieve a degree.

(2) Reviewing officials will annotate the comment that the student failed to achieve a degree in the time allotted within the administrative review comments section and refer the DA Form 1059–1 to the individual for acknowledgment or comment. If after obtaining the student's comments, the reviewing officials determine that failure to obtain a degree was through no fault of the student, the report will be amended with appropriate comments and forwarded for inclusion in the student's AMHRR. In those instances when it cannot be determined that the student was not at fault, the report, along with the student's acknowledgment and comments, will be filed in their AMHRR.

(3) To lessen the possible negative impact of such reports, students are encouraged to submit as much explanatory information as possible to assist reviewing officials in determining whether the student was at fault in not earning a degree. Student comments do not constitute an appeal. Appeals are processed separately as outlined in AR 623–3. Students who fail to obtain a degree in the time allotted, for whatever reasons, will be directed to—

(a) Complete a degree as soon as possible on their own time and at their own expense.

(b) Submit another DA Form 1059–1 in accordance with AR 623–3 to document completion of studies and the awarding of a degree.

5–10. Arrangement of courses

a. Each student will, within limits set by the proponent training agency, and in consultation with the institution's dean, department head, or academic advisor, select the proper curriculum.

b. Soldiers enrolled in programs governed by this regulation are required to select traditional classroom courses.

c. Students will maintain a full-time status as defined by the educational institution.

d. Students will neither audit, nor take courses for noncredit without prior approval of CG, HRC (AHRC-OPL-C).

e. Students will not take courses that are not directly associated with their degree program without prior written permission from HRC (AHRC-OPL-C).

f. Students are encouraged to select programs that do not require travel (see para 5–7c). No funding for student travel associated with fully-funded degree programs has been programmed. Students may be able to obtain travel support under a program that qualifies in accordance with 5 CFR 3601.103(b) and DOD 5500.07-R (JER 2-202b(1)) or 31 USC 1353 and Federal Travel Regulation, Chapter 304, Subchapter B.

g. In programs of study requiring a thesis, no more than two equivalent semester courses will be allowed against what is required by the institution to be considered a full-time student unless an exception has been recommended by the institution and approved by CG, HRC (AHRC-OPL-C).

5–11. Training attendance

a. At a minimum, students will take as many courses as required by the institution to be considered a full-time student, while completing their degree in the shortest time possible. This includes summer terms when applicable. Students attending schools that do not have a regular summer session will submit a proposed program for research during the summer sessions and indicate whether credit will be given for this research. If students are unable to meet summer course research requirements, they will be attached to the nearest Reserve Officers' Training Corps (ROTC) or recruiting command battalion for duty until the next semester of instruction begins.

b. Students must obtain prior approval from HRC (AHRC-OPL-C) if it appears they will be unable to complete the minimum workload per academic term. This minimum workload will include hours required for thesis or dissertation research at the graduate level. Submit requests for any changes to academic study in memorandum format through the appropriate training agency to HRC (AHRC-OPL-C).

c. Students will meet degree requirements as quickly as possible. If requirements can be met in less time than allowed, students will promptly inform their training agency and HRC (AHRC-OPL-C).

d. All bachelor's and master's degree fully- and partially-funded students will participate with the nearest ROTC or recruiting command battalion 1 day each month during the academic year. This participation will not interfere with the student's schooling. Due to the nature of ROTC and recruiting command duty and the student's schedule, this day may be on a weekend. Officers assigned to the USMA student detachment will serve their 1 day per month with the USMA Department of Behavioral Sciences and Leadership.

(1) CG, HRC (AHRC-OPL-C) will provide a list of students in programs managed by HRC to USACC (ATCC-PAS) to facilitate the linkage between the local PMS and the student.

(2) Students are encouraged to utilize their local ROTC Battalion or USAREC organizations for assistance with house hunting, and other area information.

(a) Within 45 days of arrival at school, students will coordinate with the Professor of Military Science (PMS) at the nearest Army ROTC battalion to jointly design a program for that 1 day per month that best meets the needs of the student and ROTC.

(b) If there is no ROTC battalion available on campus or nearby, then the student will contact the nearest U.S. Army Recruiting Command battalion commander and jointly design a program that best meets the needs of the student and the recruiting command.

(c) To obtain contact information of the closest recruiting battalion headquarters, students may contact the local recruiting station or go to <http://www.usarec.army.mil>.

(3) Student participation is intended to provide mentorship, recent technical and tactical input, and raise availability of access to experienced Army personnel who will be telling the Army story. ROTC and recruiting command battalion commanders will not require students to serve in a direct role as a primary instructor or recruiter. Students assist in support of instruction or recruiting efforts if appropriately qualified. ROTC and recruiting command battalion commanders will not assign any tasks outside of the 1 day per month and will not interfere with the student's directed academic program.

(4) Students will not be required to incur additional expenses related to performing in this program.

(5) Students will submit an outline of their program participation in memorandum format with their quarter, semester, or term on DA Form 2125 and HRC (AHRC-OPL-C). The memorandum will state the dates and focus of participation, and be signed by the officer and ROTC and recruiting command battalion commander.

(6) Students will not receive evaluations for their participation with ROTC or recruiting command. ROTC and recruiting command battalion commanders may provide input on the semester program outlines or contact the applicable student detachment for questions, comments, or concerns pertaining to an individual officer.

(7) Scope or participation inquiries will be directed to HRC (AHRC-OPL-L), Leader Development Division. Inquiries for student populations will be routed through U.S. Army Student Detachment (USASD), Fort Jackson.

5–12. Personal conduct and appearance

a. Military students at civilian schools represent the U.S. Army. Consequently, military students will maintain the highest standards of conduct and appearance and will abide by the civilian dress code of the respective institution. Grooming standards will be maintained in accordance with AR 670–1.

b. For institutions with more than one Army officer, the senior Army officer is the representative Senior Liaison Officer for all assigned students. Students will obtain the senior liaison officer contact information from the USASD and provide the senior liaison officer with their contact information and graduation date. Students will use their senior liaison officer for routine inquiries.

5–13. The Army Body Composition Program

All Soldiers selected for training under this regulation must comply with AR 600–9. Assignment instructions will include a statement to that effect. Noncompliance after selection will result in removal from the list of selected applicants.

5–14. Public writings

Students preparing writings for public dissemination must contact their local public affairs officer or the Plans, Operations, and Policy Division of the Office of the Chief of Public Affairs, HQDA, prior to submitting written material to military or civilian publications. This policy also applies to media interviews. Journal articles must be submitted to the Defense Technical Information Center.

5–15. Extracurricular activities

Students will devote full time to academic studies. Business activities are restricted in accordance with DOD 5500.07–R. Professional and other military activities will be voluntary and will not interfere with the student's academic studies. Student teaching or research assistance ships are permitted; however, any compensation afforded by the institution must be applied as a credit to the student's tuition bill.

5–16. Funded post schooling assignments

a. *Commissioned officers.*

(1) Immediately following graduate school, career branches will assign officers to TAADS AERS validated positions (validated MAPL positions with AAC officers). Initial AERS utilization assignments will be for a minimum of 2 years. Officers assigned to an initial utilization position in a short tour location of less than 2 years will normally be assigned to a second utilization position in CONUS, or a long tour overseas location after completion of the short tour.

(2) TWI assignments are predetermined (not applicable to AAC) but in all cases must be to a TAADS AERS validated position.

(3) With the exception of chaplains and JAG officers, initial utilization assignments will be deferred or interrupted only as directed by the CG, HRC. Assignment instructions assigning officers to utilization positions will specify the AERS position number. AAC and EGSP utilization positions will not have an AERS position number. Field commanders will not divert or interrupt an AERS assignment without prior HRC concurrence. Each officer will serve an initial utilization tour upon completion of schooling and will serve reutilization tours as frequently as possible consistent with Army requirements and professional development considerations.

b. *Warrant officers.* WOs educated to the master's level or bachelor's level will be assigned to AERS validated positions for a minimum of 2 years; AERS utilization is not required on completion of an associate degree.

c. *Noncommissioned officers.* NCOs educated using the fully-funded program will be appropriately assigned by capitalizing on their recent degree and supporting their professional development.

Chapter 6 Fully-funded Schooling

6–1. General

This chapter explains the level of education to be obtained normally under fully-funded long course programs. The Funded Legal Education Program is prescribed in AR 27–1. The U.S. Army Health Professions Scholarship Program is prescribed in AR 601–141.

a. *Commissioned officers.* Commissioned officers will obtain a master's or doctorate degree. Officers are trained to meet validated AERS requirements by specialty and grade, participants agree to study in an academic discipline consistent with the officer's designated specialties and the skills required by the AERS position.

(1) *Master's degree programs.* The length of civilian schooling will vary with the curriculum, but master's degrees will not exceed 21 months of continuous full-time study. Exceptions for programs longer than 21 months will be processed as part of the application process endorsed by the training agency and approved by CG, HRC (AHRC-OPL-C).

(2) *Doctoral candidates.* Doctoral programs under this regulation will be conducted in two phases for a maximum of a 5-year program. ADSO for doctoral candidates will be calculated for the period of resident study in accordance with AR 350–100.

(a) Phase I doctoral candidates are permitted a maximum of 3 years (2 years for Professor, Army War College candidates) in residence for completion of preliminary research, course work, and comprehensive exams. Officers that complete Phase I coursework in less than 3 years may apply the remaining Phase I eligibility to Phase II, not to exceed 5 years total as sponsored doctoral candidates.

(b) Phase II is a maximum of 2 years for all but dissertation doctoral research and dissertation completion in conjunction with AERS utilization assignment duties when students have attended 3 years of Phase I studies.

(3) *Advanced Strategic Planning and Policy Program.* Officers in the Advanced Strategic Planning and Policy Program (ASP3) will have a utilization tour following Phase I and before beginning their dissertation phase. They will therefore incur an ADSO for each of their phases.

b. *Warrant officers.* Fully-funded programs will support graduate training to the master's degree level to meet validated AERS requirements. The length of training will vary with the curriculum but will not 21 months of continuous full-time study. The field of study pursued under this program must be required to meet the skill requirements of the AERS utilization position. This field should be closely aligned with the WO's MOS.

c. Noncommissioned officers. Fully-funded programs will support graduate training to the master's degree level. The length of training will vary with the curriculum but will not exceed 21 months of continuous full-time study. This field of study pursued under this program must be required to meet the skill requirements as determined by the branch proponent. This field should be closely aligned with the NCO's MOS.

d. Prior service.

(1) *Commissioned officers.* Entry to civilian schooling normally occurs between an officer's 6th through 13th years of service. Selectees will not exceed a total of 17 years active federal service prior to the start of schooling. Officers must be able to fulfill their ADSO, as a result of their funded schooling.

(2) *Warrant officers.* WOs who are RA must enter civilian school programs prior to attaining 24 years of active warrant officer service (AWOS). WOs must be able to fulfill their ADSO, incurred as a result of their funded schooling, prior to their mandatory release date. In the case of RA WOs, the mandatory release date is 30 years AWOS or age 62, whichever occurs first.

(3) *Noncommissioned officers.* Entry to civilian schooling normally occurs between an NCO's 6th through 13th years of service. NCOs must meet their service remaining requirement in accordance with AR 614-200.

e. Security clearance. All officers must have a SECRET clearance unless higher clearance is required.

f. Restrictions. The following restrictions apply:

(1) Fully-funded programs may not be used in connection with Army sponsored fellowships or scholarships. Fully-funded program officers are not eligible to compete for Army sponsored fellowships or scholarships until they have fully completed their initial utilization assignment. Completion of requirements for a degree under an Army sponsored fellowship or scholarship will be in accordance with AR 621-7, to include service obligation.

(2) Active duty officers are not eligible to use chapter 30 (Montgomery GI Bill (MGIB)), Veterans Education and Assistance Program (VEAP), or chapter 33 (post 9/11 GI Bill), or Army tuition assistance while in the funded programs defined in this chapter. Eligible sponsors/donors may provide a scholarship, fellowship, grant, or like tuition offset, for the purpose of tuition reduction provided the arrangement does not legally bind the Army or the student. All scholarship, fellowship, or grant awards must be credited directly to the student's university account. Army students may not personally accept funds associated with a scholarship, fellowship, or grant. No additional ADSO applies for non-Army sponsored scholarships, fellowships, or grants for the purpose of reduced tuition. Refer to AR 621-7, for eligible sponsors/donors.

6-2. Planning factors and budgeting of fully-funded programs

Specific training at civilian schools will not be planned if adequate training is available at Service schools in time for program objective memorandum submission.

a. The following factors will be considered when planning the programs:

(1) Projected vacancies in valid TAADS AERS positions and in validated MAPL positions for AAC.

(2) Available officer population.

(3) Estimated tuition and other expenses.

b. The complete plan will be submitted as justification to the original budget estimate.

c. The CG, HRC, will develop budget estimates for civilian school training, excluding medical, AAC, and other separately funded training.

(1) The fully-funded ACS estimate will be forwarded through the Deputy Chief of Staff, G-3/5/7 (DAMO-TR), Room 2D639 300 Army Pentagon, Washington, DC 20310-0300, to the Commanding General, HRC (AHRC-ZA), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5208 for inclusion in the budget submission to HQDA, HRC, Operating Agency 92 (OA92).

(2) The estimate for education-based retention incentive programs (for example, EGSP or GRADSO) will be developed by the CG, HRC (AHRC-R-M) 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5208, in coordination with the Deputy Chief of Staff, G-1, 300 Army Pentagon, Washington, DC 20310-0300 for inclusion in the budget submission to HQDA, HRC, Operating Agency 92 (OA92).

d. Army Budget Office will notify HRC of the annual funding program for a fiscal year. The CG, HRC, will then submit unfinanced requirements and/or revise training plans, if necessary, to remain within the annual funding program.

e. The annual ACS training plan will be submitted to the DCS, G-3/5/7 (DAMO-TR) for prioritization.

f. The following changes may be made to an approved program:

(1) Training agency request s for additional space authorizations submitted through CG, HRC (AHRC-OPL-C) to the DCS, G-3/5/7 (DAMO-TR).

(2) Training agency funded travel, symposia, conferences, or increased tuition submitted to CG, HRC (AHRC-OPL-C) Training Agency request for additional space authorization submitted through CG, HRC (AHRC-OPL-C) to the DCS, G-3/5/7 (DAMO-TR).

6-3. Determining fully-funded quotas

Funded allocations are separated into three categories: ACS Senior Leader/Proponent directed/funded and Education Based Retention Incentive Programs.

a. ACS quotas will be determined by available validated AERS positions (validated MAPL positions for AAC), the fiscal year budget, and officer population. The approving authority for the annual ACS Quota Book is the Director, Officer Personnel Management Directorate (OPMD), HRC in coordination with the DCS, G-1 (DMPM) and the DCS, G-3/5/7 (DAMO-TR).

b. Quotas for senior leader directed or proponent directed, and funded education programs will be determined in coordination with HRC (AHRC-OPL-C) based on funding available and the education needs of the program.

c. Quotas for Education-based retention incentive programs such as EGSP and GRADSO will be determined by the Director, OPMD, HRC. Quotas will be determined by the fiscal year budget and officer population. Selected officers are slated for attendance based on the terms of the program or based on needs of the Army.

6-4. Fully-funded eligibility

Applications of qualified Soldiers will be reviewed and considered for long course training. Eligibility for detail as student is based on the following criteria:

a. Prior civilian education.

b. Status. Commissioned officers, WOs, and enlisted Soldiers must be RA on active duty and serving in at the time of application and selection. Active and traditional National Guard and Reserve are not eligible for this program. Soldiers must agree in writing to fulfill any service obligation incurred by acceptance of training or schooling.

c. Potential. A review of the candidate's AMHRR must reflect the officer has potential for future, long-term service, as determined by HRC.

d. Interest. Commissioned officers, WO an enlisted must express specific interest in training and volunteer by signing and submitted a formal application.

e. Development. Soldiers must be qualified for promotion or recently promoted to where ACS attendance will not place the Soldier at risk for promotion of the next rank.

f. Minimum academic requirements for master's degree application.

(1) Completed baccalaureate degree with a minimum grade point average (GPA) of 2.5. If a Soldier holds more than one completed baccalaureate degree, the highest GPA will be considered. Graduate management admission test (GMAT) or graduate record examination (GRE) score if required for acceptance by the academic institution or as part of the selection and nomination process of the training agency.

(2) For personnel applying to the Defense Comptrollership Program, a GMAT/GRE is required with the application packet as required by the school.

g. Height/weight standards. In accordance with AR 600-9.

6-5. Fully-funded application process

a. Nomination process. The application process begins with a nomination discussion between the training agency and the prospective applicant. This discussion can be initiated by the training agency or the officer expressing interest in the program. Once the officer is identified as a nominee, the training agency will instruct the officer to begin the application package. The discussion will include guidance from the training agency on programs of study that will support the utilization requirements and recommended schools.

b. Application form. Once selected by their training agency or career division, officers will complete DA Form 1618 (Application for Detail as Student Officer at a Civilian Educational Institution or at Training With Industry). The applicant must send the form, with enclosures through the first field grade commander in their chain of command. Chain of command will endorse the application and send it to the applicant's training agency (see para 1-6). All forms of receipt are considered binding, to include digital signatures, scanned, faxed, or copied documents. The proposed start date of school should be close to an officer's normal rotation date.

c. School selection. Applicants will apply to schools in accordance with training agency guidance and remain within the designated maximum tuition and fees rate per academic year. Application will be made only to schools accredited by an accrediting organization recognized by the U.S. Department of Education.

d. Foreign universities. Foreign universities are not authorized as a primary institution under this program, but may be part of a joint degree program administer by a U.S. accredited university. Travel costs associated with foreign university attendance is not funded thru HRC. Program must be a resident graduate program at a main campus.

e. Online programs. The Army will not fund courses taken at satellite facilities or through on-line programs. On-line courses may be taken as an exception to policy, but must be an integral part of the academic program of study and approved in advance.

f. Enclosures. Applications will include the following information:

(1) Signed DA Form 1618 with endorsement of the immediate field grade commander. Endorsements will include a statement of the commander's opinion concerning the applicant's abilities, scholarly attitude, initiative, and aptitude, for the course of study. The commander will also describe the applicant's current duty performance. Chaplain applicants will include a recommendation from the installation chaplain.

(2) Official transcripts from all institutions at which an applicant has taken college courses.

(3) For Defense Comptrollership Program, scores of the GMAT/GRE, as applicable to the degree program test information may be obtained from the local education center, the Graduate Management Admission Council, PO Box 2969, Reston, VA 20195 or the Educational Testing Service, PO Box 6000, Princeton NJ 08541-6000. Training agencies may require GRE or GMAT scores for the other applications on a case-by-case basis.

(4) Letter of acceptance (see para 6-5i).

(5) DA Form 2125 will be attached outlining the degree program plan. This preliminary DA Form 2125, with the tuition agreement will form the basis of funds obligation for the training and will be used as the foundation for any future changes to the degree program requested by the officer.

g. Amendments. Amendments to or request for withdrawal of application must be sent through channels to the proper training agency.

h. Final approval. Final approval of officers to attend civilian schooling, including the field of study and institution, will be made by CG, HRC (AHRC-OPL-L).

i. Letter of acceptance. Once nominated by the respective career division, each applicant will obtain a letter of acceptance from the selected school (this letter will be forwarded with the application). The applicant will send it directly to the proper training agency. The letter will contain the following information:

(1) Registration date.

(2) Date (day, month, year) school begins.

(3) Date degree will be awarded.

(4) Whether applicant meets resident tuition criteria.

(5) Tuition, listed by semester/quarter with an annual total. Officer must initial beside tuition statement to denote understanding of maximum authorized tuition.

(6) Prerequisite courses that need to be taken, if any. If prerequisites are needed, Soldiers will complete them prior to entering the fully-funded program. Soldiers may use Army Tuition assistance in accordance with AR 621-5 to complete prerequisites, if eligible. HRC will not fund courses that are taken as prerequisite or taken as a nanodegree requirement elective.

6-6. Staff and faculty at U.S. Military Academy

Officers interested in becoming member of the staff and faculty at USMA should refer to their web page for recruitment information (<http://www.usma.edu/g1/sitepages/strength%20management.aspx>).

6-7. Student requirements

a. Notification. Immediately after receiving assignment instructions, each student will contact the student detachment to which assigned for an in-processing packet. For students assigned to USASD, Fort Jackson, visit the USASD website at: <http://www.jackson.army.mil/usasd> for in-processing information. The student will inform the appropriate student detachment of their arrival date at the civilian school. On arrival at the civilian school, each student will personally contact the student accounts or bursar's office to ensure that instructions for tuition billing via a sponsorship letter from HRC have been received and when applicable, that in-state rates applied.

b. Submission of reports. See paragraphs 8-11c.

c. Submission of theses. In accordance with DODI 5230.09, to ensure a climate of academic freedom and to encourage intellectual expression, students of an academy, college, or university are not required to submit for review papers or materials that are prepared in response to academic requirements and not intended for release outside the academic institution. Students are encouraged to research current Army related topics in their career field, functional area or follow-on utilization assignment. Students will annotate theses or dissertation topic and short synopsis on their final DA Form 2125. Information that is intended for public release or made available in libraries to which the public has access shall be submitted for review through the nearest public affairs office. Clearance shall be granted if classified information is not disclosed, the DOD interests in unclassified areas are not jeopardized, and the author accurately portrays official policy, even if the author takes issue with that policy.

6–8. Funding

a. Tuition. The majority of tuition and fees for students enrolled in the fully-funded program will be paid by the Army. The Army will not pay for courses taken at satellite campus, on-line, weekend, by way of hybrid format, or executive programs unless a waiver is granted.

(1) HRC pays the tuition and most mandatory fees for students enrolled in fully-funded programs. Payment for books is the responsibility of the student. Certain fees will not be paid nor reimbursed and are the responsibility of the student such as health insurance, parking passes, student IDs, registration fees, transcript fees, and graduation fees. For a current list of fees that are not funded see the HRC Advanced Education Program Policy and Procedures Manual at: <https://www.hrc.army.mil/officer/officer%20advanced%20education%20programs>.

(2) Tuition agreements and sponsor letters will be issued against established agreements, in accordance with the Army Federal Acquisition Regulation Supplement. Students must adhere to stated maximum funding allocations for fully-funded programs. Students that change their program of study without prior approval causing additional cost, drop classes after the refund period, fail to qualify for in-state tuition rates, or receive a non-passing grade are responsible for payment to the university for the class or tuition difference in question. Funding violations are grounds for removal from the program.

(3) Proponent or senior leader directed education in excess of the annual ACS Quota Book will follow the current procedures prescribed by CG, HRC (AHRC-RMB).

b. Direct payments to institutions or students. HRC (AHRC-OPL-C) or the managing proponent will establish a third-party billing agreement via sponsorship letter with the approved degree awarding university upon final packet approval. Students will not be reimbursed on an individual basis.

c. Internships, teaching assistants, and other paid programs. Students may participate in internships, act as teaching assistants and participate in other programs. However, any compensation afforded by the institutions must be applied as a credit to the student's tuition bill.

d. Out-of-pocket. Except as noted in para 6–8a(1), students are prohibited from paying tuition that is above tuition costs agreed by the Army (for example, to attend a school whose tuition is above the cost category quota provided). Students are required to obtain books and pay fees that are not covered by Army sponsorship.

6–9. Service obligation and recoupment

a. Commissioned, and WOs selected for funded courses at civilian institutions for 60 days or more incur a service obligation, in accordance with AR 350–100.

b. NCOs who attend fully-funded courses at civilian institutions including TWI Program will incur an SRR in accordance with AR 614–200 on completion or termination of the education.

c. The service agreement will be submitted on DA Form 1618 as part of the application packet. The service agreement will state that the officer agrees to complete the educational program, and that on completion of education or withdrawal or removal from the program, they will serve on active duty for a period equal to three times the length of the schooling. Service obligation will be computed in days from the DA Form 1059–1, in accordance with AR 37–104–4.

d. Officers who participate in a funded educational program will reimburse the United States for the costs of the advanced education, if they voluntarily or involuntarily fail to complete the required service obligation. Approval authority for directing repayment is the Assistant Secretary of the Army (Manpower and Reserve Affairs), unless specifically delegated.

(1) The phrase “fails to complete” means the officer served on active duty for some but not all the required period, or did not serve on active duty at all because it was not in the best interests of the Army.

(2) The phrase, “costs of the advanced education” includes the costs of tuition, fees, and other educational costs clearly identified as paid by the United States Government. The cost does not include pay and allowances and PCS costs. The reimbursable amount will be determined by multiplying the total cost of education by the proportion of the unserved active duty commitment (see AR 37–104–4).

Chapter 7

Partially-funded Long Course Programs

7–1. Degree Completion and Cooperative Degree Program

a. Degree Completion Program. The DCP enables selected commissioned, WOs, and NCOs to—

(1) Complete degree requirements at accredited civilian colleges and universities as a resident student.

(2) Achieve the minimum educational goals set by the Army.

(3) Pursue graduate studies in academic disciplines that support either the officer's designated specialties or meet Army requirements.

(4) Soldiers taking part in the DCP will do so in the minimum uninterrupted time required, normally 12 months, to complete all degree requirements. Transfer from one degree to another is not authorized (for example, bachelor's to master's degree). Enrollment into DCP will not exceed 18 months. Study leading to a degree in law, religion, theology, or programs sponsored by The Surgeon General, are not covered by this program or its governing regulation.

(5) Soldiers attending undergraduate DCP will enroll in a university at their present or follow-on duty station. Requests for exception will be submitted to Soldiers' career manager for a decision.

(6) Higher academic institutions that facilitate accelerated coursework (that is University of Phoenix and Troy University) are prohibited as these institutions do not allow participants to fully enroll in a full-time course load.

(7) Soldiers enrolled in DCP are required to be traditional students. DCP students may only register for distance learning courses if it is part of their academic curriculum, and if resident classes are not available. Courses must be accredited and count toward the student's degree. Requests will be in writing and endorsed by the student's academic advisor, who will verify the program information. Methods of delivery may include, but are not limited to audio, video, or computer conferencing, broadcast and satellite television connection, electronic and voicemail, or Internet connection via the World Wide Web. An exception may be granted to the distance learning policy by the Soldiers career manager on a case-by-case basis determined by the circumstances. Circumstances may include the following:

(a) In order to remain a full-time student when traditional classes are not available.

(b) Extreme hardship on Soldier and or Family (documentations may be needed from clergy, family doctor, and so forth).

(c) Able to obtain degree in less time than a "traditional student" status. DCP will not be used in connection with Army fellowships or scholarships. Completion of requirements for a degree under a fellowship or scholarship will be in accordance with AR 621-7, to include service obligation.

b. Cooperative Degree Program. The CDP enables selected commissioned, WOs, and NCOs to complete degree requirements. An accredited college or university awards an academic degree for course work done as part of a program of instruction at a military school and course work done at the civilian college or university.

(1) Persons selected to attend a military school who desire to take part in the school's associated CDP must obtain prior approval from their career manager. They also must agree in writing that they will fulfill the service obligation incurred from taking part in the CDP.

(2) CDP is limited to the length of the service school course of instruction plus 11 months at the civilian college or university. The civilian education may occur before or after the service course of instruction. Persons requiring more than 11 months to complete all degree requirements must apply under the DCP.

(3) Soldiers will not normally be allowed to get a second degree at the graduate level. Exceptions may be approved on a case by case basis based on the needs of the Army.

c. Assignment instructions. Soldiers will attend from their current location. Career managers may produce separate assignment instructions ending the military schooling and beginning CDP if they so choose. For career managers that do not provide separate assignment instructions, CDP completion will be recorded on the military schooling DA Form 1059 (Service School Academic Evaluation Report). For career managers that provide separate assignment instructions, CDP completion will be recorded on a DA Form 1059-1.

d. Follow-on education. The DCP and CDP will not be used in connection with Army fellowships or scholarships, or Army tuition assistance. Completion of requirements for a degree under a fellowship or scholarship will be in accordance with AR 621-7, to include service obligation. DCP and CDPs will not be confused with Continuing Education Degree Programs, which are voluntary degree completion programs established by Army University to assist Soldiers with a clear pathway for degree completion without additional TDY or PCS extensions.

7-2. Determining annual Degree Completion Program/Cooperative Degree Program quotas

Determination of annual DCP/CDP quotas is not applicable to either program.

7-3. Eligibility

Applicants must have high scholastic aptitude and career potential. They must also meet the following requirements:

a. Prior civilian education. A portion of degree requirements must be met by applicant through off-duty studies before they start full-time study under the DCP or CDP. Course work completed as a part of military schooling may satisfy this requirement.

b. Service time remaining. Applicants must have sufficient time remaining, after completing their academics, to complete their ADSO in accordance with DODI 1322.06.

c. Security clearance. Applicants must have a minimum of secret security clearance.

d. Potential. A review of the candidate's record must reflect that the Soldier has potential for future, long term Service, as determined by HRC.

e. Interest/agreement of study. Applicants must study in an academic discipline that will support their career field/military occupational study or their functional area career fields or both. Study leading to a degree in law, religion, theology, or programs sponsored by The Surgeon General, are not covered by this regulation. For programs sponsored by The Surgeon General refer to AR 351–3. For programs sponsored by The Judge Advocate General refer to AR 27–1. For programs sponsored by the Chief of Chaplains refer to AR 165–1 and DA Pam 165–17.

f. Development. Soldiers must be qualified for promotion or recently promoted to where DCP attendance will not place the Soldier at risk for promotion to the next rank.

g. Height/weight standards. Applicants must meet height and weight standards in accordance with AR 600–9.

7–4. Application procedure

a. Soldiers seeking to participate in the DCP or CDP must submit an application and receive approval from their career manager prior to attending the academic institution.

b. The application will include—

(1) Name, grade, control branch.
(2) Specific degree and academic discipline to be obtained.
(3) Total number of semester or quarter hours of credit already obtained toward the degree.
(4) Total number of semester or quarter hours required to obtain degree. Also include a tentative list of planned courses with course credits per academic semester or quarter.

(5) Name and address of accredited academic institution requesting to attend.

(6) Enrollment dates. Start to finish with total number of days calculated.

(7) Official transcripts of all college credits and a letter or signed statement from academic institution wishing to attend stating the following: “The applicant requires (# semester) (# quarter) hours in residence for graduation. This work can be completed by full-time attendance from (day/month/year) to (day/month/year). If acceptable grades are received, applicant will be granted a (type of degree) with a major field of study in (discipline of major).”

(8) If the application is for schooling of 60 days or more, a signed statement, indicating the following: “If I am entered into the Degree Completion Program, per AR 621–1, Advanced Civilian Schooling and TWI Programs for Military Personnel. I agree that on completion of the education or withdrawal or removal from the program, I will serve on active duty for a period equal to three times the length of schooling unless sooner relieved for the convenience of the Government. Service obligations will be computed in days per AR 350–100 or SRR per AR 614–200. I also agree to bear all expenses for this training, including tuition, fees, and books.”

(9) Applicant’s current contact information: email and mailing address, home and duty phone of both commercial and Defense Switched Network.

(10) Final approval of officers to attend DCP, including the field of study and institution is—

(a) All undergraduate degrees and graduate degrees less than 365 days in duration: applicants’ career manager.

(b) Graduate degrees 365 days or more in duration: CG, HRC (AHRC-OPL-C).

7–5. Assignment instructions and reporting

a. Request for assignment instructions.

(1) Assignment to an academic institution for 20 weeks or more will constitute a PCS. CDP candidates will normally remain at their current duty station or service school for completion of degree.

(2) Appropriate assignment instructions will be issued by HRC once the applicant is approved to participate in the DCP and is accepted by the educational institution. Applicants will be assigned to the U.S. Army Student Detachment, Fort Jackson, SC with duty at educational institution. If required, appropriate assignment instructions will be issued for CDP participants once the applicant is approved by their career manager and if accepted by their educational institution.

(3) Soldiers will attend undergraduate schooling at current or follow on duty station. Undergraduate DCP candidates are not authorized to PCS to a separate location for schooling.

(4) Assignment instructions directing removal will be issued when—

(a) The Soldier completes training.

(b) There is a medical problem, disciplinary problem, or other reason, as determined by HRC.

(c) Needs of the Army.

b. Reporting. Participants may not report to the respective educational institution prior to report date, unless approved, in writing, by their career manager.

7-6. Student requirements

a. Upon receiving assignment instructions, participants will immediately visit the USASD, Fort Jackson, website at: <http://www.jackson.army.mil/sites/school/pages/101/welcome> for in-processing information and inform USASD of placement in the DCP and arrival dates at the civilian school.

b. Participants must maintain a minimum grade of C (0 on a 4.0 scale) in each course.

c. Participants must submit a DA Form 2125 to this career manager not later than 1 week prior to the start of each quarter/semester.

d. Participants must submit a DA Form 1059-1 to HRC (AHRC-OPL-L) not later than 60 days after completion of studies.

e. Participants must submit official transcripts from their university of their career managers not later than 60 days after degree is awarded.

f. Failure to comply with these requirements are reasons for Soldiers immediate disenrollment from the DCP or CDP.

7-7. Extracurricular activities

Students will devote themselves to full-time academic studies. Business activities are restricted in accordance with the DOD Joint Ethics Regulation DOD 5500.07-R. With the exception of paragraph 5-11*d*, professional and other military activities will be voluntary and will not interfere with the student's academic studies.

7-8. Funding

Soldiers selected for the DCP or the CDP must pay all expenses including tuition, fees, and books. Financial aid may be available through the MGIB or VEAP. Those interested in financial aid should contact the local education center for details. Soldiers under the DCP are not authorized Tuition Assistance in accordance with AR 621-5. Applicants will receive only authorized pay and allowances.

7-9. Service obligation and recoupment

a. Service obligation. Applicants who are enrolled into the DCP requires 60 days or more will incur an ADSO in accordance with AR 350-100 or SRR in accordance with AR 614-200. Applicants must agree, in writing, to serve their ADSO and submit it at time of application to HRC.

b. Recoupment. Recoupment does not pertain to the DCP or CDP.

7-10. Post-schooling assignment

a. Graduate degree level. Participants in the DCP pursuing a graduate degree whose schooling exceeds 365 days, must serve in a validated AERS position coded for that degree level immediately following completion of the program. If the period of schooling is 365 days or less, assignment will be made based on Army needs and the officer's professional development. Deferred or interrupted AERS assignments must be approved by HRC (AHRC-OPL-C) at least 90 days prior to deferred date. Soldiers in the CDP will be placed on assignment based on the needs of the Army and the Soldiers professional development.

b. Undergraduate degree level. Assignments will be made based on needs of the Army and the Soldiers professional development.

7-11. Permissive temporary duty

a. Applicants approved to attend the DCP in a PTDY status will continue to be assigned to current command at time of request.

b. PTDY request will include—

(1) Rank and name.

(2) Current mailing address.

(3) Control branch.

(4) Civilian institution and complete location.

(5) PTDY dates.

(6) PTDY number of days.

(7) Justification for PTDY request.

(8) Endorsement from current command (this can be a signed DA Form 31 (Request and Authority for Leave Request) or signed memorandum of endorsement).

(9) Email address and phone number.

c. Final approval authority for PTDY is the CG, HRC.

Chapter 8

Training with Industry Program

8–1. General

The purpose of TWI is to provide selected Army personnel the opportunity to gain career broadening experience while working in an industry environment. It also provides the participant's organization the means to acquire needed skills or expertise to accomplish its mission. TWI is a nondegree producing program and provide training and skills in best business procedures and practices not available through existing military or advance civilian schooling programs for identifiable DOD requirements. TWI assignment criteria in accordance with DODI 1322.06 are—

- a.* There must be an existing Army need or future capability fulfilled by virtue of the experience gained from the TWI.
- b.* There must be either a utilization tour or assignment to which the individual is assigned, or a clear, documented future need for the skill that is to be gained at a future follow-on utilization tour (see para 8–8).
- c.* The TWI tour or assignment should not exceed 12 months in length. Any TWI tour or assignment that will exceed 12 months must be approved by CG, HRC (AHRC-OPL-C).
- d.* The proposed TWI tour or assignment must meet professional development requirements.
- e.* There must be a written agreement between the private sector host, Army personnel involved, and the Army before the start of the TWI assignment.
- f.* The education or training to be received or the research to be performed by a fellowship, scholarship, TWI or grant recipient must be designed to qualify the recipient to satisfy a requirement or potential requirement of the Secretary of the Army; contribute to the recipient's recognized potential for career service; or constitute a contribution to a project of value to the United States.

8–2. Determining annual training with industry quotas

The approving authority to change the number of TWI quotas is the Director Military Personnel Management (DMPM). Request for additional allocations will be submitted to the U.S. Army Human Resources Command, AHRC-OPL-C for processing.

8–3. 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 Soldiers 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.

8–4. 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.

8–5. Validation of training with industry 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 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.

8–6. Eligibility

a. Status.

(1) Commissioned and WOs must—

(a) Be an RA Component.

(b) Have a minimum of 3 years and enough time after completing TWI to fulfill the incurred service obligation.

(2) NCO must—

(a) Be a RA Component.

(b) Have completed appropriate NCOs educational programs for grade and years of service.

(c) Have held the rank of SGT/E5 or higher and have enough service time left after completing TWI to fulfill the SRR.

b. Potential. A review of the candidate's AMHRR must reflect the candidate has the potential for future, long-term service, as determined by HRC.

c. Development. Soldiers must be qualified for promotion or recently promoted to where TWI participation will not place the Soldier at risk for promotion to the next rank.

d. Minimum academic requirements. Applicants must meet or exceed the academic requirements determined by the TWI Organization for each fiscal year of competition.

e. Height/weight standards. Applicants must meet height/weight requirements, in accordance with AR 600–9.

f. Flagging. Must not be flagged for any reason.

g. Promotion. Must not have been passed over for promotion to the next grade.

h. Other eligibility requirements. Other eligibility requirements are applicable as determined upon notification of fiscal year competition.

8–7. Application guidance

All personnel seeking to participate in the TWI program must contact their career manager for eligibility and availability of host organizations. Submit the required documents in accordance with the annual news release.

8–8. Training with industry 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 organization. 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 CG, HRC is the approval authority for all requests for deferral from initial TWI utilization assignments. All requests will have full justification (for example, attending intermediate level education 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. Soldiers who receive curtailment of their initial TWI utilization assignment will complete the remainder of the utilization (to 24 months) at the next available opportunity.

8–9. Training with industry 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 8–10.

8–10. 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 the DCS, G–3/5/7 upon request.

8-11. Records, reports, and monitoring of the Training with Industry Program

a. Records.

(1) The training agencies participating in the TWI Program will keep accurate and current records of participating personnel (see para 1-6). Records will include—

- (a) Name and grade.
- (b) Name of industry and point of contact at the company.
- (c) Date of training.
- (d) Reports of activities while in training.
- (e) Authority for this training (proponent).
- (f) Service obligation statements.

(2) Training agencies will keep rosters of all persons who have completed the TWI Program. HRC will update AMHRR on receipt of a completed DA Form 1059-1.

b. DA Form 1059-1.

(1) Before a student completes their tour of duty, three copies of DA Form 1059-1 will be prepared as stated in AR 623-3 and DA Pam 623-3. Students will complete administrative data and then submit the report to the proper school officials for completion of civilian institution section in accordance with AR 623-3 and DA Pam 623-3. The student should ensure that the institution officials know the purpose of DA Form 1059-1 is to reflect—

- (a) Description of training received.
- (b) Comments on student's initiative.
- (c) Technical expertise.
- (d) Ability to work with civilian personnel.

(2) Student will annotate weight, height (YES/NO), and physical fitness test result (PASS/Non-PASS with month/year) at the bottom of section II.

(3) Upon completion of the civilian institution section, the company official/academic advisor and student will sign and send the DA Form 1059-1 and any attachments to CG, HRC (AHRC-OPL-C), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5208. It is critical that the report be sent as soon as possible after completion of training.

c. Reports required. TWI participants are required to file reports in accordance with instructions contained in their student handbook.

d. Monitoring of training. Proponents will monitor the progress of persons in this program (training agencies (see para 1-6)).

8-12. Assignment instructions and reporting

a. Request for assignment instructions.

(1) Assignment instructions will be issued by the applicable career division once the candidate is approved by HRC (AHRC-OPL-C).

(2) Assignment instructions directing removal will be issued when—

- (a) The participant completes training.
- (b) There is a medical problem, disciplinary problem, or other reason, as determined by HRC.

b. Reporting. Participants may not report to the respective industry prior to report date unless approved in writing by HRC (AHRC-OPL-C).

c. Participants requirements. Participants will request review by the appropriate ethics counselor before acceptance of a TWI.

8-13. Student requirements

a. Notification (non-Army Medical Department). Upon receipt of assignment instructions, participants will immediately visit the USASD, Fort Jackson, website at <http://usasd.armylive.dodlive.mil/> for in-processing information, inform USASD of placement in TWI, and arrival dates at the industry, and review the HRC TWI Student Instruction Booklet, located on the HRC website at <https://www.hrc.army.mil>.

b. Army Medical Department personnel. Army Medical Department personnel will be assigned to the student detachment, Ft. Sam Houston, TX with duty at the host company.

c. Submitting DA Form 1059-1. The participant must submit a DA Form 1059-1 to HRC (AHRC-OPL-C) not later than 60 days after completion of training.

d. Reports. The participant is required to submit reports, as stated in the HRC TWI Student Instruction Booklet and in the HRC TWI Student Detachment Handbook.

8–14. Funding

HRC (AHRC-OPL-C) will not provide funding for any part of this program. Host TWI companies may provide funding. Students will submit funding requests, in accordance with the HRC TWI Student Handbook. HRC (AHRC-OPL-C) will submit the request to the ethics counselor for legal opinion. The student may not accept or proceed without the written approval. No funds will be transferred from the host TWI company to their Soldier, this includes reimbursement. If the host TWI company volunteer to fund a trip, it must be in-kind. Tuition assistance is authorized for TWI students attending classes after hours, in accordance with AR 621–5.

8–15. Service obligation and recoupment

a. Applicants selected for participation in the TWI Program will incur an ADSO or SRR on completion or termination of TWI, DODI 13222.06.

b. Officers must agree, in writing, to serve on active duty three times the length of their training, computed in days, and submit it at time of application to HRC. Noncommissioned officers must meet the service-remaining requirements prescribed in AR 614–200. Reenlistment documentation, if applicable, must be submitted at time of application to HRC.

c. The service agreement memorandum will state the following: “I understand that if I am selected to participate in the TWI Program, I will incur an ADSO in accordance with AR 350–100, in the United States Army for a period of three times the length of the period, computed in days, that I am educated under the provisions of my program. I further understand this ADSO is to be served consecutively with other civilian ADSOs and enlisted will serve the service remaining requirement in accordance with AR 614–200.”

8–16. Post-schooling assignment

a. Post-schooling assignment will be for 24 months, in a TAADS AERS validated position as determined by the participant’s career branch. HRC (AHRC-OPL-C) is the final approving authority for all post-schooling assignments.

b. Branch proponent identifies the positions and monitors the filling of the positions closely.

Chapter 9

Short Course Training

9–1. General

This chapter provides procedures for military personnel to attend short courses of less than 20 weeks at civilian institutions or other Federal agencies. Training must be required to perform present duties and must not be available in the service school system. Short course training will not be used as a means to obtain a college or university degree. Funds for training, TDY travel, and per diem will be provided by sponsoring agency.

9–2. Service obligation

Normally, an ADSO will not be incurred by attendance at short course instruction. When officers’ training exceeds 60 days, an ADSO of three times the length of schooling is incurred, in accordance with AR 350–100 and enlisted personnel will meet the service remaining requirement in AR 614–200.

9–3. Requests for training

a. Individual. Army personnel desiring to attend short courses will submit a request to their chain of command. This request will be submitted on Standard Form (SF) 182 (Authorization, Agreement and Certification of Training) and will be accompanied by the following:

(1) A brochure on the course or other descriptive information.

(2) A supervisor's statement that the training specifically relates to the Soldier's current duties, that the training is not available in the service school system, and that a release for the period will be granted.

(3) A justification addressing the need for short course training and how the applicant will better perform their duties by attending the course.

b. Agency training manager. Training managers will process SF 182 in accordance with the established requirements and locally established procedure.

9–4. Payment of tuition

a. Vendor invoice. Vendors will invoice the sponsoring unit for the cost of tuition. A copy of SF 182 must accompany the invoice.

b. Government voucher. The Office of Personnel Management or other federal government agencies will be paid using a SF 1080 (Voucher for Transfers Between Appropriations and/or Funds).

c. Advance payment. When vendors require payment in advance (at the start of training), a check may be obtained from the agency's finance office by completing the SF 182.

Chapter 10

Headquarters, Department of the Army Strategic Broadening Seminars

10–1. General

The HQDA Strategic Broadening Seminar (SBS) Program is a broadening opportunity for officers, WOs, senior NCOs and Department of the Army Civilians. The purpose is to educate and enhance an appreciation for the “complex contemporary security environments” future senior leaders need to lead Army, Joint Interagency and Multinational Task Forces and Teams” (CSA Strategic Priorities Waypoint 2). The diverse curriculum and unique characteristics of each SBS host challenges attendees to think critically and creatively. Attendees study and interact with world class academics, senior Army Leaders, international and interagency partners, and business executives in a team based, small group environment. Programs highlight and explore national security challenges within the instruments of national power and provide an understanding of the impact of international relations, information, and economics on the Army, DOD, and the nation. The approval authority for the SBS program is the DCS, G–3/5/7. Program management resides with DAMO-SSF (Strategic Leadership Division).

10–2. Selection

The HQDA SBS program is considered to be competitive. Officers, WOs, senior NCOs and DA Civilians are centrally selected for attendance to an SBS program by the Department of the Army Fellowship Review Committee.

10–3. Service obligation

No ADSO is incurred for attendance to an SBS program. Attendees who complete the program receive an additional skill identifier of 6Z (Strategic Education and Development) and will be tracked for future utilization.

Appendix A

References

Section I

Required Publications

AR 27–1

Judge Advocate Legal Services (Cited in para 6–1.)

AR 37–104–4

Military Pay and Allowances Policy (Cited in para 6–9c.)

AR 71–32

Force Development and Documentation Consolidated Policies (Cited in para 2–3c.)

AR 165–1

Army Chaplain Corps Activities (Cited in para 1–8b.)

AR 350–100

Officer Active Duty Service Obligations (Cited in para 5–5b.)

AR 351–3

Professional Education and Training Programs of the Army Medical Department (Cited in title page.)

AR 600–8–10

Leaves and Passes (Cited in para 5–7b(3).)

AR 600–9

The Army Body Composition Program (Cited in para 5–13.)

AR 601–141

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs (Cited in para 6–1.)

AR 614–100

Officer Assignment Policies, Details, and Transfers (Cited in para 4–3.)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 5–5b.)

AR 621–5

Army Continuing Education System (Cited in para 5–3b.)

AR 621–7

The Army Fellowship and Scholarship Program (Cited in para 6–1f(1).)

AR 623–3

Evaluation Reporting System (Cited in para 1–4f(6)(b).)

AR 670–1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 5–12a.)

DA Pam 623–3

Evaluation Reporting System (Cited in para 8–11b(1).)

DOD 5500.07-R

Joint Ethics Regulation (JER) 2–202b(1): Additional Exceptions for Gifts from Outside Sources (Cited in para 5–10f.) (Available at: <https://www.esd.whs.mil/>.)

DODI 1322.06

Fellowships, Legislative Fellowships, Internships, Scholarships, Training-With-Industry (TWI), and Grants Provided to DOD or DOD Personnel for Education and Training (Cited in para 2–3a(2).) (Available at: <https://www.esd.whs.mil/>.)

DODI 1322.10

Policy on Graduate Education for Military Officers (Cited in para 1–4b(5)(b).) (Available at: <https://www.esd.whs.mil/>.)

Federal Travel Regulation, Chapter 304, Subchapter B

Payment of Travel Expenses from a Non-Federal Source: Agency Requirements (Cited in para 5–10f.) (Available at <https://www.gsa.gov/>.)

HRC TWI Student Detachment Handbook

(Cited in para 8–13d.) (Available at <https://www.hrc.army.mil/>.)

HRC TWI Student Instruction Booklet

(Cited in para 8–13a.) (Available at <https://www.hrc.army.mil/>.)

5 CFR 3601.103

Additional exceptions for gifts from outside sources (Cited in para 5–7c(1)(b)2.) (Available at <https://www.ecfr.gov/>.)

5 CFR 3601.103(b)

Scholarships and grants (Cited in para 5–10f.) (Available at <https://www.ecfr.gov/>.)

10 USC 4301

Reserved (Cited in para 1–1.) (Available at <https://uscode.house.gov/>.)

31 USC 1353

Acceptance of travel and related expenses from non-Federal sources (Cited in para 5–10f.) (Available at <https://uscode.house.gov/>.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation. Army publications are available at <https://armypubs.army.mil/>. DOD publications are available on the Executive Services Directorate (ESD) website: <http://www.esd.whs.mil/>.

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 25–400–2

The Army Records Information Management System (ARIMS)

AR 600–3

The Army Personnel Development System

AR 600–8–104

Army Military Human Resource Records Management

AR 601–210

Regular Army and Reserve Components Enlistment Program

DA Pam 25–403

Guide to Recordkeeping in the Army

DA Pam 600–3

Officer Professional Development and Career Management

DODI 1322.25

Voluntary Education Programs (Available at <https://www.esd.whs.mil/>.)

DODI 5230.09

Clearance of DOD Information for Public Release (Available at <https://www.esd.whs.mil/>.)

Federal Acquisition Regulation Supplement (Part 237)

Service Contracting (Available at <https://www.acq.osd.mil/>.)

JALS Publication 1–1

Personnel Policies (Available at <https://www.jagcnet2.army.mil/>.)

National Defense Authorization Act

National Defense Authorization Act for Fiscal Year 2018 (Available at <https://www.congress.gov/>.)

10 USC 12205

Commissioned officers: appointment; educational requirement (Available at <https://uscode.house.gov/>.)

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil/>).

DA Form 1618

Application for Detail as Student Officer at a Civilian Educational Institution or at Training with Industry (Cited in para 6-5b.)

DA Form 2125

Report to Training Agency (Cited in para 5-9b(1).)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website: <https://armypubs.army.mil/>. Standard forms are available on the General Services Administration website (<https://www.gsa.gov>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 31

Request and Authority for Leave

DA Form 1059

Service School Academic Evaluation Report

DA Form 1059-1

Civilian Institution Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

SF 182

Authorization, Agreement and Certification of Training

SF 1080

Voucher for Transfers Between Appropriations and/or Funds

Appendix B

Internal Control Evaluation

B-1. Function

The functions covered by this evaluation pertain to educational training for advanced education programs and requirements for military personnel.

B-2. Purpose

The purpose of this evaluation is to assist intended users to evaluate their key internal controls. It is not intended to cover all controls.

B-3. Instructions

These key internal controls must be formally evaluated at least once every 5 years or whenever the ICA changes. Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

- a.* How often are positions reviewed for graduate or undergraduate degree or TWI experience?
- b.* What organization validated AER and TWI additions or deletions?
- c.* What regulation concerns service obligation for funded courses?
- d.* How many weeks attending academic institution will constitute a PCS?

B-5. Supersession

This evaluation replaces the evaluation for educational training for advanced education programs and requirements for military personnel previously published in AR 621-1, dated 28 August 2007.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPO-D), 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I

Abbreviations

AAC

Army Acquisition Corps

ACOM

Army command

ACS

advanced civil schooling

ADSO

active duty service obligation

AERS

Army Educational Requirement System

AGR

active guard reserve

AMHRR

Army Military Human Resource Record

ASCC

Army service component command

AWOS

active warrant officer service

CAR

Chief, Army Reserve

CDP

Cooperative Degree Program

CEL

civilian education level

CG

Commanding General

CONUS

continental United States

DA

Department of the Army

DAO

Defense Attaché Office

DARNG

Director, Army National Guard

DCP

Degree Completion Program

DCS

Deputy Chief of Staff

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DOD
Department of Defense

DRU
direct reporting unit

EGSP
Expanded Graduate School Program

FD
functional designation

GMAT
graduate management admission test

GRE
graduate record examination

HQDA
Headquarters, Department of the Army

HRC
Human Resources Command

JAGC
Judge Advocate General's Corps

MAPL
military acquisition position list

MGIB
Montgomery GI Bill

MOS
military occupational specialty

OPMD
Officer Personnel Management Directorate

PCS
permanent change of station

RA
Regular Army

ROTC
Reserve Officers' Training Corps

SBS
Strategic Broadening Seminar

SRR
service remaining requirement

SSI
specialty skill identifier

TAADS
The Army Authorization Document System

TAADS-R
The Army Authorization Documents System-Redesign

TDA
table of distribution and allowance

TDY
temporary duty

TOE

table of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TWI

training with industry

USASD

U.S. Army Student Detachment

USMA

United States Military Academy

VEAP

Veterans Education and Assistance Program

WO

warrant officer

Section II**Terms****Army command, Army service component command, direct reporting unit, agencies, and/or activities**

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

Army Educational Requirement System

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 TWI requirements.

Civil Schools Program

The civil schools program covers all programs discussed in this regulation, to include Advanced Civil Schooling; Expanded Graduate School Program; Degree Completion; Cooperative Degree Program; training with industry; and short course training.

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.

Fully-funded

While pursuing a graduate degree, the military officer receives full pay and allowances, with the majority of the tuition and other schooling costs being assumed or paid by the U.S. Government or by another organization. The officer attends school instead of performing usual military duties.

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.

Long course instruction

Training of 20 weeks or more.

Nonobligated Army Educational Requirement System 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 Army Educational Requirement System assets

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

Partially-funded

In accordance with DODI 1322.10, while pursuing a graduate degree, the military officer receives full pay and allowances with the majority of tuition and other schooling costs paid by the officer from personal funds and/or benefits to which the military officer was entitled. The officer attend school instead of performing usual military duties.

Permissive temporary duty

A period of authorized absence, not chargeable as leave, by which a member is excused from the performance of official duties to participate for personal reasons in a quasi-official activity or function from which the Army will derive benefits.

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.

Short course instruction

Training of less than 20 weeks.

Training with industry

A non-degree producing program designed to provide training or to develop skills in best business procedures and practices not available through existing military or advanced civilian schooling programs for identifiable DOD requirements. The private sector hosts are for-profit companies or organizations. DOD continues to pay normal salaries and allowances to the individual while assigned outside DOD.

Training with industry 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 and approved by the DCS, G–3/5/7. Pursuant to DODI 1322.10, positions in which individuals possessing qualifications that normally may be acquired only through graduate education in a relevant field or study optimally perform the primary duties (Such education shall enable the officer to comprehend theories, principles, terminology, processes, and techniques that are necessary for critical thinking, effective evaluation, supervision, or management of complex programs.) The two types of validated positions are those in which the officer must possess graduate education to—

- a. Conduct effective staff planning, coordination, command, and/or advisory functions.
- b. Manage or exert direct technical supervision over military and/or civilian personnel who are required to possess professional technical qualifications that may include graduate education.

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 002264-000