



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET, NW  
WASHINGTON, DC 20314-1000

CEHR-Z

27 July 2012

MEMORANDUM FOR Commanders/Directors, Major Subordinate Commands, Centers, Laboratories, and Field Operating Activities, Directors and Chiefs of Separate Offices, Headquarters and USACE Employees

SUBJECT: Academic Degree Training (ADT) Funding Compliance

1. References:

- a. AR350-1 December, 2011
- b. Army G-3/5/7 Memorandum 11 January, 2010: Clarification on the Authorized Use of Army Civilian Training, Education and Development System (ACTEDS) Competitive Professional Development (CPD) Funds
- c. ACTEDS Training Catalog <http://cpol.army.mil/library/train/catalog/ch04adt.html>
- d. Army Delegation Matrix 14 December, 2011
- e. OUSD (FMP) Memo, Aug 15, 2001, Subj: Civilian Academic Degree Training
- f. Secretary of the Army Memo, 13 Oct 2010, Subj: Delegation of Authority – Civilian Academic Degree Training [Delegates authority to the ASA(M&RA) to exercise the provisions of section 4107 of title 5, U.S.C., with authority to further delegate in writing]
- g. Army G-3/5/7 Memorandum, ADT Routing and Approval, 22 October 2009
- h. Army G-3/5/7 Memorandum, ADT, 17 September 2009
- i. 5USC Section 4107; 5 CFR 410.308(a) and (b)

2. This policy applies to permanent (competitive or excepted) Army Civilians employed by the United States Army Corps of Engineers. This program is not available to interns (includes those participants formerly known as Student Career Experience Program (SCEP) participants), Recent Graduates (known as Army Interns prior to Pathways), re-employed annuitants, temporary, term or seasonal employees.

3. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) retains approval authority for all Civilian Academic Degree Training (ADT).

4. ADT is defined as training or education with the stated objective of obtaining an academic degree. The academic degree must be related to the performance of the employee's official duties and part of a planned, systemic and coordinated program of professional development, endorsed by the Army.

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5. Army Civilians seeking funding from any source for courses leading to a degree must have a minimum of three years Permanent Army Civilian Service to apply. Recent Graduates (formerly Interns) and Interns (formerly SCEP participants) are not eligible and may not receive funding for College or University Courses. Recent Graduates who have an accumulation of three years Permanent Army Civilian Service are not eligible for ADT funding as they are in a formal training program.
6. Academic degree seeking is defined as:
  - a. Individuals wishing to attend courses for the purpose of obtaining a degree.
  - b. Individuals enrolled in a formal degree program in any institution of higher learning.
  - c. Individuals who have previously attended courses at their own or government expense who wish to obtain funding for one or more courses to meet requirements for a degree.
  - d. Individuals who have attended the minimum number of courses at any institution, to include self funded courses, that are eligible or required to apply for a degree based on the matriculation guidelines of the associated institution.
7. The following activities do not constitute academic degree seeking but may require additional approval from an Army Career Program Proponency Office or USACE CEHR:
  - a. One to two courses taken from a single formal institution related to the duties of the employee for the purposes of obtaining competency or instruction for their current position. This would be no more than one per year. A third course would require the applicant to comply with sections 4 and 6d above.
  - b. Participation in a Command or Career Program competitive funded program in conjunction with a University or College with the express purpose of obtaining a single Masters level Certificate.
    - i. Typically these Certificates are in a topic area associated with a Command or Career Field competency gap area as defined by the Chief of Engineers, CG USACE or Functional Chief of any Army Career Program.
    - ii. Candidates who wish to expand the Certificate by taking additional courses, or take an additional Certificate, to qualify for a full degree would be required to apply as a degree seeking candidate as outlined in this memo and Army guidance.
  - c. Technical workshops hosted by the College or University typically lasting less than 30 days that are not part of a degree curriculum.
  - d. Pathways Program Recent Graduates (previously known as Interns) may not attend one time University or College courses, to include workshops or seminars, unless approved by the associated Army Career Program Proponency office prior to enrollment.

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e. Individuals in validated acquisition positions that require college level business courses to obtain certification and are unable to obtain the required topic through existing sources such as Army e-Learning must have CEHR-D concurrence to take any courses to obtain the missing credit.

8. Employees who are members of a Career Program submitting requests for degree programs to be funded with central Army Civilian Training Education and Development System (ACTEDS) funds must submit their application packages through the appropriate chain of command, including Activity Career Program Managers, to the respective Functional Chief Representative's (FCR) office for review and selection through a competitive process.

9. Employees seeking Command funding from any source must submit their application packages through the appropriate chain of command to CEHR-D no later than 120 days prior to the class start date, for endorsement from the Commanding General (CG). Each packet must have an endorsement from their Major Subordinate Command (MSC) CG and clearly state that funding is available and who is responsible for all costs associated with the request to include tuition, books, travel and salary (if applicable). MSCs must have a published competitive process that outlines the criteria for application, what is funded, who is eligible, suspense dates and how to apply. Applicants must be selected through a competitive process.

10. After endorsement from the associated FCR or USACE CG applications are submitted to the Army G-3/5/7 Training and Leader Development office for further review. Applications are then routed to the ASA (M&RA) for final review and approval. ASA (M&RA) approval must be obtained before ADT begins.

11. All applicants (to include those using Command funds) will use the forms located in the Army ACTEDS catalog located at: [http://cpol.army.mil/library/train/catalog/pkt\\_adt.html](http://cpol.army.mil/library/train/catalog/pkt_adt.html). Completed applications must clearly identify all costs to include past, current and planned travel, tuition, books, salary and who is paying, or has paid, for any amounts associated with the degree. Total of all tuition, books and travel cannot exceed \$75,000 per AR 350-1.

12. Continued service agreements (CSAs) are required for all applicants. Generally, the employee must agree to serve three times the length of training paid for and/or attended while in a pay status, during hours of normal scheduled tour of duty. This CSA obligated service begins at the completion of training.

13. For more information please contact Rebecca Thompson, (202) 761-8997 or Ms. Donna Crawford (202) 761-7493.

FOR THE COMMANDER:



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