

**Army Regulation 621-1**

**Education**

# **Training of Military Personnel at Civilian Institutions**

**Headquarters  
Department of the Army  
Washington, DC  
28 August 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 621-1

Training of Military Personnel at Civilian Institutions

This major revision, dated 28 August 2007--

- o Describes the Expanded Graduate School Program, clarifies temporary duty funding, and adds the Reserve Officers' Training Corp and U.S. Army Recruiting Command duty requirements (chap 2).
- o Defines fully and partially funded programs, authorizes academic scholarship and fellowship competition, and eliminates individual reimbursements (chaps 3 and 4).
- o Adds noncommissioned officers to cooperative and degree completion programs (throughout).
- o Adds Title 10 requirements; and clarifies permanent change of station restrictions, distance learning policy, and approval authority (chap 4).
- o Clarifies approval authority for changes to industries and funding entitlements (chap 6).
- o Updates organizational changes and addresses throughout.


Education

Training of Military Personnel at Civilian Institutions

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:

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

**Summary.** This publication establishes policy for training of military personnel at civilian institutions.

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

States, the U.S. Army Reserve, or the Judge Advocate General's Corps.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. 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 management control process.**

This regulation does not contain management control provisions.

**Supplementation.** Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-MPO-S), 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) through the Deputy Chief of Staff, G-1 (DAPE-MPO-S), 300 Army Pentagon, Washington, DC 20310-0300, to Commander, U.S. Army Human Resources Command (AHRC-ZA), 200 Stovall Street, Alexandria, VA 22332-0411.

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

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Scope and Goals of 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

Training agencies • 1-5, page 2

**Chapter 2**

**Administration of the Civilian Schooling Programs, page 2**

Overview • 2-1, page 2

Determining requirements • 2-2, page 2

Instructor, U.S. Military Academy • 2-3, page 2

\*This regulation supersedes AR 621-1, dated 20 August 1999.

## **Contents—Continued**

Prior civilian education • 2–4, *page 3*  
Planning factors and budgeting of the programs • 2–5, *page 3*  
Contacts with training institutions • 2–6, *page 3*  
Selection and notification of students • 2–7, *page 3*  
Army Weight Control Program • 2–8, *page 4*  
Assignment instructions and travel • 2–9, *page 4*  
Long course administration of assignments • 2–10, *page 5*  
Records, reports, and monitoring of training at civilian institutions • 2–11, *page 5*  
Records, reports, and monitoring of the Training with Industry Program • 2–12, *page 6*  
Arrangement of courses • 2–13, *page 7*  
Training attendance • 2–14, *page 7*  
Personal conduct and appearance • 2–15, *page 8*  
Public writings • 2–16, *page 8*  
Extracurricular activities • 2–17, *page 8*  
Postschooling assignments • 2–18, *page 8*

### **Chapter 3**

#### **Funded Schooling, *page 8***

Overview • 3–1, *page 8*  
Determining fully funded quotas • 3–2, *page 9*  
Fully funded eligibility • 3–3, *page 9*  
Fully funded application process • 3–4, *page 10*  
Assignment instructions and reporting • 3–5, *page 10*  
Student requirements • 3–6, *page 11*  
Extracurricular activities • 3–7, *page 11*  
Funding • 3–8, *page 11*  
Service obligation and recoupment • 3–9, *page 11*  
Post-schooling assignments • 3–10, *page 12*

### **Chapter 4**

#### **Degree Completion Program, *page 12***

General • 4–1, *page 12*  
Determining annual DCP quotas • 4–2, *page 12*  
Eligibility • 4–3, *page 12*  
Application procedure • 4–4, *page 13*  
Assignment instructions and reporting • 4–5, *page 14*  
Student requirements • 4–6, *page 14*  
Extracurricular activities • 4–7, *page 14*  
Funding • 4–8, *page 14*  
Service obligation and recoupment • 4–9, *page 15*  
Post-schooling assignment • 4–10, *page 15*

### **Chapter 5**

#### **Cooperative Degree Program, *page 15***

Overview • 5–1, *page 15*  
Determining annual CDP quotas • 5–2, *page 15*  
Eligibility • 5–3, *page 15*  
Application guidance • 5–4, *page 16*  
Assignment instructions and reporting • 5–5, *page 16*  
Student requirements • 5–6, *page 17*  
Extracurricular activities • 5–7, *page 17*  
Funding • 5–8, *page 17*  
Service obligation and recoupment • 5–9, *page 17*  
Post-schooling assignment • 5–10, *page 17*

## **Contents—Continued**

### **Chapter 6**

#### **Training with Industry Program, page 17**

Overview • 6-1, *page 17*

Determining annual TWI quotas • 6-2, *page 18*

Eligibility • 6-3, *page 18*

Application guidance • 6-4, *page 18*

Assignment instructions and reporting • 6-5, *page 18*

Student requirements • 6-6, *page 19*

Extracurricular activities • 6-7, *page 19*

Funding • 6-8, *page 19*

Service obligation and recoupment • 6-9, *page 19*

Post-schooling assignment • 6-10, *page 19*

### **Chapter 7**

#### **Short Course Training, page 19**

Overview • 7-1, *page 19*

Service obligation • 7-2, *page 19*

Requests for training • 7-3, *page 20*

Payment of tuition • 7-4, *page 20*

#### **Appendix A. References, page 21**

### **Glossary**

## Chapter 1 Scope and Goals of Programs

### 1-1. Purpose

a. This regulation provides policies for full-time educational programs (fully and partially funded) for active duty commissioned, noncommissioned, and warrant officers in civilian schools, commerce, or industry, and applicable service schools that offer accredited degrees (Section 4301, Title 10, United States Code (10 USC 4301)). The programs meet the Army's need for commissioned and warrant officers to be educated at the undergraduate and graduate degree levels. The programs support the following Army goals:

(1) That 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.

(2) To educate selected officers on a full-time basis to an advanced degree level to meet needs validated by the Army Educational Requirements System (AERS), in accordance with Army Regulation (AR) 621-108.

(3) That all career warrant officers be encouraged to obtain their associate degree in a field related to their specialty by the time they reach their fifth year of warrant officer service. Warrant officers are also encouraged to obtain a baccalaureate degree by the 13th year of warrant officer service in a field related to their functional specialty by taking part in off-duty educational programs.

(4) To educate selected warrant officers on a full-time basis to an advanced degree level (that is, baccalaureate or master's) to meet needs validated by the AERS.

(5) To educate selected noncommissioned officers on a full-time basis to an advanced degree level (that is, associate, baccalaureate, or master's) to meet goals as defined by applicable branch proponents.

(6) To educate officers and senior noncommissioned officers who normally have contact with civilian industries in performing official duties. Training with Industry (TWI) programs provide knowledge, experience, and perspective in 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.

b. This regulation also governs short course training for Army commissioned officers, warrant officers, and enlisted personnel on active duty.

### 1-2. References

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

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

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

### 1-4. Responsibilities

a. *Deputy Chief of Staff, G-1.* The Deputy Chief of Staff, G-1 (DCS, G-1) will develop policy pertinent to civilian schooling programs.

b. *Deputy Chief of Staff, G-3.* The Deputy Chief of Staff, G-3 (DCS, G-3) will assume the overall supervisory responsibility for training covered by this regulation.

c. *Chief, Army Reserve.* The Chief, Army Reserve will develop policy pertinent to civilian schooling programs for Active Guard Reserve (AGR) personnel. Separate guidance will be published annually.

d. *Director, Army National Guard.* The Director, Army National Guard will develop policy pertinent to civilian schooling programs for AGR personnel. Separate guidance will be published annually.

e. *Heads of training agencies.* The heads of training agencies will provide personnel to meet planned requirements.

f. *Commanders of Army Commands, Service Component Commands, or Direct Reporting Units.* These commanders will validate positions requiring Army officers with specific civilian education in accordance with the AERS, as per AR 621-108.

g. *Superintendent, United States Military Academy.* The Superintendent, United States Military Academy will coordinate advanced degree training for prospective members of the United States Military Academy (USMA) faculty.

h. *USMA Adjutant General.* The USMA Adjutant General will execute annual advanced degree programs to support USMA Blue Book requirements.

i. *Director, U.S. Army Acquisition Support Center.* The Director, U.S. Army Acquisition Support Center will coordinate advanced degree training and TWI programs for the Director, Acquisition Career Management (DACM).

j. *Commanding General, U.S. Army Human Resources Command.* The Commanding General, U.S. Army Human Resources Command will—

(1) Execute the advanced civil schooling program.

(2) Manage the AERS data base in The Army Authorization Document System (TAADS).

(3) Approve nominations and issue assignment instructions directing assignment and travel to and from schooling.

- (4) Approve or disapprove required waivers.
- (5) Develop budget estimates, and manage, and execute the annual budget.
- (6) Provide instructions for payment of school related expenses.

*k. Commanding General, U.S. Army Training and Doctrine Command, Superintendent USMA, Commandant, U.S. Army War College, and President, National Defense Intelligence College.* These will provide military administration of all students assigned or attached to their headquarters. This includes promotion pay, discipline, medical care, supply, transportation, processing of academic reports (see AR 623–3), leave of absence, and supply of 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.

## **1–5. Training agencies**

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

### *a. Career branches.*

- (1) Offices of the Chief of Chaplains.
- (2) Offices of the Judge Advocate General.
- (3) Army Acquisition Corps.
- (4) Basic branches.

### *b. Career divisions of Human Resources Command (HRC).*

- (1) Maneuver, Fires, and Effects Division (AHRC–OPA–P).
- (2) Operational Support Division (AHRC–OPB–P).
- (3) Force Sustainment Division (AHRC–OPC–P).
- (4) Health Service Division (AHRC–OPH–MS)
- (5) Enlisted Personnel Management Division (AHRC–EP).

### *c. Addresses of training agencies.*

- (1) Commander, HRC (AHRC-appropriate officer management division), 200 Stovall Street, Alexandria, VA 22332–0400.
- (2) Chief of Chaplains (DACH–PEP), 2511 Jefferson Davis Highway, Arlington VA 22202–3907, for chaplains.
- (3) The Judge Advocate General (DAJA–PT), 1777 North Kent Street, Rosslyn VA 22209–2194, for JAGC personnel.
- (4) Army Commands, Service Component Commands, Direct Reporting Units, and staff elements of Headquarters, Department of the Army (HQDA), for short course training.
- (5) Commander, HRC (AHRC–OPF–Q), 200 Stovall Street, Alexandria, VA 22332–0411, for Army Acquisition Corps.
- (6) Commander, HRC (AHRC–EPT–FN), 2461 Eisenhower Avenue, Alexandria, VA 22332–0450, for enlisted Soldiers.

## **Chapter 2 Administration of the Civilian Schooling Programs**

### **2–1. Overview**

This chapter discusses the administrative policies to be followed in determining requirements, planning, and conducting educational and training programs under this regulation.

### **2–2. Determining requirements**

The Director of Officer Personnel Management Directorate (OPMD), HRC, determines educational training requirements for commissioned officers, warrant officers, and senior noncommissioned officers based on TAADS AERS validated positions. Army Acquisition Corp (AAC) requirements are determined by validated Military Acquisition Position List (MAPL) positions. Expanded Graduate School Program (EGSP) requirements are set at 600 allocations per year group beginning with year group 2002 officers.

### **2–3. Instructor, U.S. Military Academy**

The appropriate U.S. Military Academy (USMA) department coordinates advanced degree training for prospective members of the USMA faculty through the USMA Adjutant General. For training less than 20 weeks, the USMA Superintendent may conduct and contract training for active faculty members. Such training is necessary to maintain standards of instruction. Advanced degree training of prospective staff and faculty members will conform to chapter 3 of this regulation.

## **2-4. Prior civilian education**

Commissioned officers or warrant officers 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. However, officers may be considered on a case-by-case basis for a second degree at the same level if the first 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.

## **2-5. Planning factors and budgeting of the programs**

Specific training at civilian schools will not be planned if adequate training is available at Service schools.

*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 Commanding General (CG), HRC, will develop budget estimates for civilian school training, excluding medical, AAC, and other separately funded training.

(1) The fully funded Advanced Civil Schooling (ACS) estimate will be forwarded through the Deputy Chief of Staff, G-3 (DAMO-TR), 300 Army Pentagon, Washington, DC 20310-0300, to the Commander, HRC (AHRC-ZA), 200 Stovall Street, Alexandria, VA 22332-0411, for inclusion in the budget submission to HQDA, Resource Services Washington, Operating Agency 22 (OA22).

(2) The EGSP estimate will be forwarded through the Deputy Chief of Staff, G-1, 300 Army Pentagon, Washington, DC 20310-0300, to the Commander, HRC (AHRC-ZA), 200 Stovall Street, Alexandria, VA 22332-0411, for inclusion in the budget submission to HQDA, Resource Services Washington, Operating Agency 22 (OA22).

*d.* Resource Services (OA22) 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 (DAMO-TR) for prioritization.

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

(1) To add ACS spaces in excess of 412 to the approved program, the CG, HRC, will submit the request to the DCS, G-3 (DAMO-TR) with training data at least 120 days before the start of instruction. A statement of the total funds required and the unobligated balance available for this training must be included.

(2) To reduce total spaces in the ACS program, the CG, HRC, will submit the request to G-3 (DAMO-TR) as early as possible before the start of the approved training. When appropriate, explanations will be included.

(3) Training agency funded travel, symposia, conferences, or increased tuition submitted to CG, HRC (AHRC-OPL-L). Training Agency requests for additional space authorizations submitted through CG, HRC (AHRC-OPL-L) to DCS, G-3 (DAMO-TR).

(4) To move an EGSP selected officer to a later fiscal year, submit requests through the appropriate training agency (see para 1-5) to CG, HRC (AHRC-OPL-L). Requests to move to a later fiscal year will not be accepted after January 1st of the fiscal year of attendance unless the request is in direct support of an operational requirement, such as additional key and developmental assignment or deployment.

## **2-6. Contacts with training institutions**

*a. Civilian institutions.* Officers accepted for advanced civilian schooling 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.

*b. 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 (AHRC-OPL-L) as required.

*c. 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.

*d. Complaints.* Any complaints or criticisms related to the training of Soldiers will be reported to HRC (AHRC-OPL-L) for action. Formal complaints or criticisms will be registered with civilian institutions only by the regional contracting offices under the provisions of the educational service agreements.

## **2-7. Selection and notification of students**

*a. General.* Applicants will be selected by the proper training agency (see para 1-5) to meet programmed requirements. Qualified applicants will be selected for each field of study. Nonselection does not preclude later reconsideration. During each selection, all active applications will be reviewed. An application will stay active for any reason determined by the training agency or until—

- (1) Applicant withdraws from consideration.



- (2) Applicant declines to accept selection.
- (3) HRC returns the application when applicant's military or academic record precludes approval.
- (4) Applicant becomes ineligible by exceeding time in Service limitations.

*b. Funded programs.* These are voluntary programs. Applicants may be selected for a field of study other than their choice when they are qualified and Army requirements cannot otherwise be met. The Army's need is the main factor in all selections. Prospective students will be notified of selection by their training agency or through military personnel (MILPER) message. If an applicant declines the prospective assignment, except for cogent military or compassionate reasons, he or she will not be considered further. Chapter 3 also applies.

- c. Degree Completion Program.* Chapter 4 applies.
- d. Cooperative Degree Program.* Chapter 5 applies.
- e. TWI Program.* Chapter 6 applies.

## **2-8. Army Weight Control Program**

All persons 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.

## **2-9. Assignment instructions and travel**

*a. Assignment instructions for long course instruction.* Assignment to a school or with an industry for 20 weeks or more will constitute a permanent change of station (PCS), excluding Degree Completion Program (DCP) and Cooperative Degree Program (CDP). On receipt of a statement of acceptance of applicant from the institution and on final approval of training, training agencies (see para 1-5) will request assignment instructions. Instructions for all PCS assignments for students will be issued by the applicable career division at HQDA. This includes assignment instructions removing students from their assignments at civilian institutions. Assignment instructions directing removal will be published only on—

- (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. Training agencies are authorized to approve exceptions of greater than 10 days but less than 30 days. Request for exceptions in excess of 30 days must be endorsed by the training agency, accompanied by an agreement of gainful employment, and submitted to the student detachment commander for final approval.

(2) Assignment instructions for prospective USMA instructors will include the AERS number to which the student will be assigned.

*c. Assignment instructions for short course instruction.* Field commanders will issue Temporary Duty (TDY) assignment instructions for short course instruction in accordance with chapter 7. The agency requesting the training will provide TDY travel and per diem funds.

*d. Travel.* The CG, HRC, plans and budgets all funds to meet programmed educational requirements (para 2-5). This does not include funds for TDY travel and per diem for fully or partially funded programs.

(1) 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 by no cost or permissive TDY (PTDY) in accordance with AR 600-8-10. The student is responsible for making all travel arrangements.

(2) Students will submit CONUS 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, student detachment commander, training agency, and submitted to HRC (AHRC-OPL-L) for final approval. Information copies will be sent to the proper student detachment as shown in paragraph 2-10.

(3) Students in AR 621-1 programs 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 as long as the cost of tuition does not exceed the cost of tuition for the semester and they receive appropriate academic credit toward their degree. Requests will contain justification that the travel is required by the institution. Study abroad tuition must be billed through the U.S. degree awarding university in accordance with the existing third party sponsorship agreement. Students will travel at their own expense unless funding is provided by their training agency or gaining organization. All requests must be endorsed by the student's academic advisor, student detachment commander, training agency and submitted to HRC (AHRC-OPL-L) 120 days before desired date of departure for

final approval. The additional requirement allows for approval through HRC (AHRC–OPL–L), travel coordination through the applicable student detachment, passport processing, country clearances, and administrative processing. The student is responsible for making all travel arrangements.

## **2–10. 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. Incoming USMA tactical officers will be assigned to the USMA student 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.

## **2–11. Records, reports, and monitoring of training at civilian institutions**

*a. Records.* The training agencies (para 1–5) will keep accurate records of personnel in training. Records will include—

- (1) Name, grade, and social security number.
- (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) The training agency will maintain current rosters grouped by field of training of all members who have completed training. HRC will update the officer master personnel file (OMPF) on receipt of the completed DA Form 1059–1 (Civilian Institution Academic Evaluation Report) and degree awarding transcripts.

*b. DA Form 2125 (Report To Training Agency).*

(1) After arrival at the school and at the end of each academic term, the student will prepare and mail a DA Form 2125 to CDR, HRC (AHRC–OPL–L), Alexandria, VA 22332–0411 and their appropriate training agency (para 1–5). Officers sponsored by the USMA will also forward a copy to the Superintendent, USMA, West Point, NY 10996–5000. Officers are required to maintain a grade of B or better in every class. Officers that fail to maintain a grade of B will receive a memorandum for record from the applicable training agency. Grades lower than B will be reason for disenrollment from ACS.

(2) 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 that 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 (para 1–5)) will monitor the academic progress of students in this program. For USMA-sponsored students, the Superintendent, USMA, will act as the point of contact for HRC in all matters concerning DA Form 2125. The DA Form 2125 is available on the U.S. Army Publishing Agency (USAPA) World Wide Web site <http://www.usapa.army.mil/>.

*d. DA Form 1059–1 (Civilian Institution Academic Evaluation Report) 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 Official Military Personnel File (OMPF). 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 Officer Evaluation Report (OER). Four copies, three for HRC and one for the student's records, of DA Form 1059–1 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 that institution officials know the purpose of Section II is to state—

- (1) That the degree has been awarded.
- (2) Date awarded.
- (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) Weight, height (YES/NO), and physical fitness test result (PASS/NON–PASS with Month/Year).

*e. Transcripts.* One sealed 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. On completion of Section II, the school officials or the student will send DA Form 1059–1 and transcripts to Commander, HRC (AHRC–OPL–L). Unsuccessful completion of training in the time allotted, early removal from the program for poor performance, or UCMJ-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.

*f. Reports for doctoral candidates.* Persons authorized to attend school for a doctorate 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.

(1) Phase I doctoral candidates are permitted a maximum of 3 years (2 years for Army War College candidates) in residence for completion of preliminary research, course work, and comprehensive exams. Active Duty Service Obligation (ADSO) for doctoral candidates will be calculated for the period of resident study in accordance with AR 350–100.

(2) A maximum of 2 years for Phase II will be allowed 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. 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 a sponsored doctoral candidate. There are no extensions beyond the fifth year. Officers that fail to complete a doctorate degree in the 5 years allotted will receive a referred AER, be removed from the program, and encouraged to complete the degree as soon as possible on their own time and at their own expense.

*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 disenrolled for substandard academic performance or misconduct prior to completion of their study must submit an Academic Evaluation Report. Training agencies or school officials will complete Section II as noted above and provide comments to explain why the student failed to achieve a degree. Reviewing officials from the student’s career division will annotate Section III with the comment that the student failed to achieve a degree in the time allotted 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 OMPF. 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 his or her OMPF. 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—

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

(2) Submit another DA Form 1059–1 per AR 623–3 to document completion of studies and the awarding of a degree.

## **2–12. Records, reports, and monitoring of the Training with Industry Program**

### *a. Records.*

(1) The training agencies (para 1–5) participating in the TWI Program will keep accurate and current records of participating personnel. Records will include—

- (a) Name, grade, and social security number.
- (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 the OMPF File on receipt of completed DA Form 1059–1.

### *b. DA Form 1059–1.*

(1) Before a student completes his or her tour of duty, three copies of DA Form 1059–1 will be prepared as stated in AR and DA PAM 623–3. Students will complete Section I and then submit the reports to the proper company official/academic advisor to complete Section II. The student should ensure that the civilian industrial advisor knows that in completing Section II, the key topics should be—

- (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 Section II, the company official/academic advisor and student will sign and send the DA Form 1059-1 and any attachments to CDR, HRC (AHRC-OPL-L), 200 Stovall Street, Alexandria, VA 22332-0411. 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 as per instructions contained in their student handbook.

*d. Monitoring of training.* Proponents (training agencies (para 1-5)) will monitor the progress of persons in this program.

### **2-13. Arrangement of courses**

Students will arrange to meet their special course needs. Each student will, within limits set by the proponent (training agency (see para 1-5)), and in consultation with the dean or academic department head, select the proper curriculum. It should provide the greatest knowledge for the chosen field of study. Students will neither audit nor take courses for noncredit without prior approval of CG, HRC (AHRC-OPL-L). Students should not select degree programs and courses that require travel. 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 the training agency.

### **2-14. 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. Students may also attend courses at a different institution as long as the cost of such courses can be billed to the Army through the primary degree awarding university. If students are unable to meet summer course research requirements, they may be attached to the nearest ROTC or Recruiting Command battalion for duty until the next semester of instruction begins.

*b.* Students must obtain prior approval from HRC (AHRC-OPL-L) 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 any changes to academic study in memorandum format through the appropriate training agency to HRC (AHRC-OPL-L).

*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.

*d.* All bachelor's and master's 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) 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 one day per month that best meets the needs of the student and ROTC.

*(a)* 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.

*(b)* 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> and click on the "Brigades & Battalions" link.

(2) 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.

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

(4) Students will submit an outline of their program participation in memorandum format with their quarter, semester or term DA Form 2125, Report to Training Agency. The memorandum will state the dates and focus of participation, and be signed by the officer and ROTC and Recruiting Command battalion commander.

(5) 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.

(6) 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.

## **2–15. Personal conduct and appearance**

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

## **2–16. 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. Instructions are the same for theses; see para 3–6c of this regulation.

## **2–17. Extracurricular activities**

Students will devote full time to academic studies. Business activities are restricted in accordance with the Department of Defense (DOD) Joint Ethics Regulation (DOD 5500.7–R). Professional and other military activities (exception para 2–14d) will be voluntary and will not interfere with the student's academic studies. Student teaching or research assistantships are permitted; however, any compensation afforded by the institution must be applied as a credit to the student's tuition bill.

## **2–18. Postschooling assignments**

### *a. Funded programs.*

#### *(1) Commissioned officers.*

*(a)* Immediately following graduate schooling, career branches will assign officers to TAADS AERS validated positions. 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 the Continental U.S. (CONUS), or a long tour overseas location after completion of the short tour.

*(b)* The TWI assignments are predetermined (nonapplicable to Army Acquisition Corps). (See para 6–10.)

*(c)* 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; see AR 621–108 for validated EGSP utilization positions. 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.

*(2) Warrant officers.* Warrant officers educated to the master's level or bachelors 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.

*b. Degree Completion Program.* Paragraph 4–9 applies.

*c. Cooperative Degree Program.* Paragraph 5–9 applies.

## **Chapter 3 Funded Schooling**

### **3–1. Overview**

This chapter explains the level of education to be obtained normally under funded long course programs. The Funded Legal Education Program (FLEP) is prescribed in AR 27–1, chapter 14. The U.S. Army Health Professions Scholarship Program is prescribed in AR 601–141, chapter 2.

*a. Definition of fully funded.* While attending advanced civilian schooling, the officer receives full pay and allowances with the majority of the tuition and other schooling costs being assumed by the U.S. Army. The officer attends school instead of performing usual military duties.

*b. Commissioned officers.* Commissioned officers will obtain a master's or doctorate degree. The length of civilian schooling will vary with the curriculum but master's degrees will not normally exceed 18 months of continuous full-time study (USMA for 24 months; doctorate degrees, see para 2–11). 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. In cases where this does not occur, the officer will be awarded an appropriate supported specialty. This may occur even if the officer was previously awarded an additional specialty.

*c. Warrant officers.* This program 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 normally exceed 18 months of continuous full time study. The field of study pursued under this program must be of functional value to the Army. This field should be closely aligned with the warrant officer's military occupational specialty (MOS).

*d. Prior service.*

(1) *Commissioned officers.* Entry to civilian schooling normally occurs between an officer's 6 through 13 year of service. Selectees will not exceed a total of 17 years Active Federal Service (AFS) prior to the start of schooling.

(2) *Warrant officers.*

(a) Warrant officers who are Regular Army (RA) must enter civilian school programs prior to attaining 24 years of active warrant officer service (AWOS).

(b) Other than Regular Army (OTRA) warrant officers must enter civilian school programs prior to attaining 16 years of AFS.

(c) Warrant officers 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 warrant officers, the mandatory release date is 30 years AWOS or age 62, whichever occurs first.

*e. Security clearance.* All commissioned and warrant officers must have a SECRET clearance unless higher clearance is required.

*f. Restrictions.* The following restrictions apply:

(1) Officers may only compete for one program at a time. EGSP selectees may not compete for any other HRC-sponsored program in their slated fiscal year of attendance. The fully funded program 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 commissioned and warrant officers are not eligible to use the Montgomery GI Bill (MGIB), Veterans' Educational Assistance Program (VEAP), or 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, chapter 2 for eligible sponsors/donors.

### **3-2. Determining fully funded quotas**

Funded allocations are separated into two categories: Advanced Civil Schooling (ACS) and EGSP.

*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, HRC.

*b. EGSP quotas* have been programmed to reach a steady state of 600 annual allocations beginning in 2014. Officers participating in this program are selected in advance through the commander or pre-commissioning programs. Selected officers are slated for attendance between their 8th and 12th year of service or based on needs of the Army. A limited number of allocations will be announced annually by HRC for directed attendance in the current fiscal year.

### **3-3. Fully funded eligibility**

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

*a. Prior civilian education.* See paragraph 2-4.

*b. Status.* Commissioned officers must be Active Army on active duty and serving in Regular Army status 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 career management individual file (CMIF) must reflect that the officer has potential for future, long term service, as determined by HRC.

*d. Interest.* Officers must express specific interest in training by signing and submitting a formal application.

*e. Development.* Commissioned officers must be qualified for promotion or recently promoted to where ACS attendance will not place the officer at risk for promotion to the next rank.

*f. Minimum academic requirements.* Completed baccalaureate degree with a minimum grade point average (GPA) of 2.5. If an officer holds more than one completed baccalaureate degree, the highest GPA will be considered. Minimum scores for the Graduate Record Examination (GRE) must be 500 (verbal, quantitative) and 4.0 (analytical), and for the

Graduate Management Admission Test (GMAT) minimum score must be 500. Waivers may be granted by CG, HRC (AHRC-OPL-L), on a case by case basis for examinations or GPAs, but not both. Test results must not be more than 5 years from the date tested. For separate programs, for example. Army Acquisition Corps, Special Operations Low-Intensity Conflict, and EGSP, refer to current selection policy through proponent or ACS office.

*g. Height/weight standards.* See paragraph 2-8.

### **3-4. Fully funded application process**

*a. Application form.* Officers may apply using 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, in duplicate, through the first field grade commander in his or her chain of command. Chain of command will endorse the application as described in paragraph c below and send it to the applicant's training agency (para 1-5c). 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.

*b. Enclosures.* Applications will include the following information.

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

(2) For master's degree only, scores of the GRE or the GMAT, as applicable to the degree program. Test information may be obtained from the local Education Center or the Educational Testing Service, PO Box 6000, Princeton, NJ 08541-6000. The GMAT is mandatory for the Army Comptrollership Program. GRE or GMAT scores are not required for EGSP selectees.

(3) Letter of acceptance (para g below).

*c. 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.

*d. Amendments.* Amendments to or request for withdrawal of application must be sent through channels to the proper training agency (para 1-5).

*e. 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).

*f. School selection.* Applicants will ensure that schools listed in DA Form 1618, item 2, are accredited by a nationally recognized U.S. accrediting agency. Foreign universities are not authorized as a primary institution under this program, but may be part of a joint degree program administered by a U.S. accredited university. Schools must be in accordance with training agency guidance and remain within the designated maximum tuition rate per academic year. At least one tax supported school in which the applicant will be considered a resident for tuition purposes (designate with an asterisk) will be listed among the three choices. If attendance at such a school is not possible, explain in DA Form 1618, item 8. Soldiers selected for civilian schooling will normally attend an institution in their state of legal residency or from an institution that will grant in-state tuition rates to out of state students. This is to ensure quality education at the lowest possible cost.

*g. 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 (para 1-5). 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. Prerequisite courses will not be funded through the ACS office; they are the sole responsibility of the student officer for tuition and completion in accordance with the school's stated policy. Officers requiring greater than six semester hours of prerequisites will not be approved for that curriculum.

*h. Staff and faculty at USMA.* Officers interested in becoming members of the staff and faculty at USMA should refer to AR 614-130.

### **3-5. Assignment instructions and reporting**

*a. Assignment instructions.*

(1) Assignment to an academic institution for 20 weeks or more will constitute a permanent change of station (PCS). Assignment instructions will be issued upon approval of officer for funded schooling by HRC.

(2) Appropriate assignment instructions will be issued by the HRC career division (para 1-5b) once the applicant is approved to participate in the funded schooling program and is accepted by the educational institution.

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

(a) The officer completes training.

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

(c) Needs of the Army.

b. *Reporting.* Participants may not report to the respective educational institution prior to the report date specified on their assignment instructions, unless approved, in writing, by HRC (AHRC–OPL–L).

### **3–6. 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 his or her 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 have been received and when applicable that in-state rates are applied.

b. *Submission of reports.* See paragraphs 2–11b and d.

c. *Submission of theses.* In accordance with DOD Directive (DODD) 5230.9, paragraph 4.6, 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 nonclassified areas are not jeopardized, and the author accurately portrays official policy, even if the author takes issue with that policy.

### **3–7. Extracurricular activities**

Students will devote themselves to full time academic studies. Business activities are restricted in accordance with the Department of Defense Joint Ethics Regulation, DOD 5500.7–R. With the exception of ACS students identified in Para 2–14d, professional and other military activities will be voluntary and will not interfere with the student's academic studies. Student teaching or research assistantships are permitted; however, any compensation afforded by the institution must be applied as a credit to the student's tuition bill. Students may not participate in paid internships and will not receive HRC funding support outside of the third party agreement between the Army and the applicable university.

### **3–8. Funding**

a. *Tuition.* The majority of tuition and fees for students enrolled in the fully funded program will be paid by HRC. Certain fees will not be paid, such as health insurance, parking passes, student IDs, registration, transcript, and graduation fees. Schooling contracts will be issued against established agreements, in accordance with the Army Federal Acquisition Regulation Supplement, subpart 37.72. Students must adhere to stated maximum funding allocations for fully funded programs. Students that exceed the funding cap, 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. Repeated funding violations are grounds for removal from the program.

b. *Tuition offset.* Officers selected for a fully funded program that wish to attend a university above the yearly tuition allocation may request approval to do so at their own expense. Submit requests in memorandum waiver format through the applicable training agency (para 1–5) to CG, HRC (AHRC–OPL–L). Requesting officers must clearly state why they should be permitted to use personal funds and/or authorized scholarships, fellowships, grants, or like tuition offsets provided by eligible sponsors/donors to participate in a partially funded program. Refer to AR 621–7, chapter 2 for eligible sponsors/donors. Approved officers will attend graduate school under the partially funded degree completion program (DCP) in lieu of the fully funded program.

c. *Senior leader.* 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).

d. *Direct payments to institutions or students.* The ACS budget section will establish a third party billing agreement with the approved degree awarding university upon final packet approval. Students will not be reimbursed on an individual basis.

### **3–9. Service obligation and recoupment**

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

a. The service agreement will be written before enrolling in the course.

b. 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, he or she 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.

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

d. 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).

### **3-10. Post-schooling assignments**

See paragraph 2-18 for post-schooling assignments.

## **Chapter 4 Degree Completion Program**

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

a. *Definition of partially funded.* While pursuing a degree, the 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 officer was entitled. The officer attends school instead of performing his/her usual military duties. Army partially funded programs are covered in chapters 4 and 5 of this regulation.

b. The DCP enables selected commissioned, warrant and noncommissioned officers 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.

c. Service members 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. 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.

d. Service members attending undergraduate DCP will enroll in a university at their present or follow-on duty station. Requests for exception will be submitted to HRC (appropriate career division, para 1-5b). Schooling of less than 20 weeks may be accomplished by permissive TDY, in accordance with AR 600-8-10 (para 4-11).

e. Section 12205, Title 10, United States Code requires commissioned officers promoted to the rank of captain to have a baccalaureate degree from a qualifying educational institution. In accordance with section 512 of the National Defense Authorization Act (NDAA) for FY02, the CG, HRC is delegated authority to approve waivers for up to 24 months.

f. Service members enrolled in DCP are required to be traditional students. DCP students may only register for distance learning courses, with prior approval of HRC (appropriate career division, para 1-5b), if it is a part of their academic curriculum and 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 above. Methods of delivery may include, but are not limited to audio, video, or computer conferencing, broadcast and satellite television connection, diskette and CD-ROM media, audio and videocassette instruction, electronic and voicemail, or Internet connection via the World Wide Web.

g. 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.

### **4-2. Determining annual DCP quotas**

Determination of annual DCP quotas is not applicable to this degree program. For approval authority, see paragraph 4-4c.

### **4-3. 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.

*b. Status.*

(1) *Commissioned officers.*

(a) Applicants must be on active duty. Active and traditional National Guard and Reserve are not eligible for this program.

(b) Applicants must not have more than 19 years of active Federal commissioned service (AFCS), as of the reporting date to the academic institution.

(2) *Warrant officers.*

(a) Applicants must have RA status and must have a minimum of 3 years of continuous AFS as a warrant officer prior to requesting schooling. Active and traditional National Guard and Reserve are not eligible for this program.

(b) RA warrant officers must not exceed 24 years of AWOS, as of the reporting date to the academic institution.

(3) *Noncommissioned officers.*

(a) Applicants must be on active duty. Active and traditional National Guard and Reserve are not eligible for this program.

(b) Applicants must have completed appropriate noncommissioned officers educational programs for grade and years of service.

(c) Applicants must not have more than 22 years of active federal service, as of the reporting date to the academic institution.

(d) Be indefinite or have sufficient enlistment remaining equal to or greater than three times the length of requested schooling. Service-remaining requirements are prescribed in AR 614–200. Reenlistment documentation, if applicable, must be submitted at time of application to HRC.

(4) *All applicants.* Applicants must be able to fulfill their service obligation incurred by this program.

*c. Prior service.* Prior service is not applicable.

*d. Security clearance.* At a minimum, applicants must have a Secret Security Clearance.

*e. Potential.* A review of the candidate's CMIF must reflect that the service member has potential for future, long term Service, as determined by HRC.

*f. Interest/agreement of study.*

(1) Applicants must study in an academic discipline that will support either their basic career fields or their functional area career fields or both. Warrant officers must study in an academic discipline that will support the warrant officer primary military occupational specialty (PMOSWO). Noncommissioned officers must study in an academic discipline that will support the primary military occupational specialty (PMOS).

(2) 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.

*g. Development.* Service members must be qualified for promotion or recently promoted to where DCP attendance will not place the service member at risk for promotion to the next rank.

*h. Height/weight standards.* Applicants must meet height and weight standards in accordance with AR 600–9 (para 2–8).

#### **4–4. Application procedure**

*a.* Service members seeking to participate in the DCP must submit an application and receive approval from HRC prior to attending the academic institution. Send application, with endorsement from immediate field grade supervisor, to CDR, HRC (appropriate career division, para 1–5b), 200 Stovall Street, Alexandria, VA 22332, not later than 7 months prior to school start date, or as directed by your assignment officer.

*b.* The application will include—

(1) Name, grade, SSN, basic branch, career field, and functional area.

(2) Date and source of commission or warrant, or date of rank for noncommissioned officers.

(3) The amount of actual and constructive commissioned, warrant officer or active Federal Service at the time of school start date.

(4) Specific degree and academic discipline to be obtained.

(5) Total number of semester or quarter hours of credit already obtained toward the degree.

(6) Number of credit hours included in (5) above completed in off-duty college courses since entering on active duty.

(7) 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.

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

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

(10) Number and location of dependents and location of household goods. If dependents are located in an overseas command, give date of arrival and departure from overseas command.

(11) Official transcripts of all college credits and a letter or signed statement from a qualified official of the academic institution 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)."

(12) Present assignment (complete address) and expected date of return, if serving in an overseas area.

(13) 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, Training of Military Personnel at Civilian Institutions, 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. I also agree to bear all expenses for this training, including tuition, fees, and books. "

(14) Applicant's current contact information: e-mail and mailing address, home and duty phone (commercial and Defense Switched Network (DSN)).

(15) If the study is at the graduate degree level and the length of schooling exceeds 365 days, provide three choices for utilization assignment after completion of school.

c. Final approval of officers to attend DCP, including the field of study and institution is:

(1) Appropriate career division for all undergraduate degrees (para 1-5b).

(2) CDR, HRC (AHRC-OPL-L) for all graduate degrees.

#### **4-5. Assignment instructions and reporting**

a. *Request for assignment instructions.*

(1) Assignment to an academic institution for 20 weeks or more will constitute a PCS.

(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. Commissioned officers will be assigned to the U.S. Army Student Detachment, Fort Jackson, SC. Noncommissioned officers will be assigned to the applicable proponent.

(3) Service members 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 service member 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 HRC.

#### **4-6. Student requirements**

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

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

c. Participants must submit a DA Form 2125 to HRC (appropriate training agency, para 1-5) prior to the start of each quarter/semester.

d. Participants must attend the academic institution full time, in accordance with the institution's academic requirements, unless approved in writing by appropriate career division (para 1-5b).

e. Participants must maintain a minimum grade of C in all courses. Grades lower than C will be reason for disenrollment from the DCP.

#### **4-7. Extracurricular activities**

Students will devote themselves to full-time academic studies. Business activities are restricted in accordance with DOD 5500.7-R. With the exception of paragraph 2-14d, professional and other military activities will be voluntary and will not interfere with the student's academic studies.

#### **4-8. Funding**

Service members selected for this program 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. Tuition assistance is in accordance with AR 621–5. Applicants will receive only authorized pay and allowances.

#### **4–9. Service obligation and recoupment**

##### *a. Service obligation.*

(1) Applicants whose selection for DCP requires 60 days or more will incur an ADSO on completion or termination of DCP, in accordance with AR 350–100.

(2) Applicants must agree, in writing, to serve on active duty three times the length of their schooling/education, computed in days and submit it at time of application to HRC.

##### *b. Recoupment.* Recoupment does not pertain to the Degree Completion Program.

#### **4–10. Post-schooling assignment**

##### *a. Graduate degree level.*

(1) Participants in the DCP pursuing a graduate degree whose schooling exceeds 365 days, must serve in a validated AERS position 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–L) at least 90 days prior to deferred date.

(2) The PCS assignment instructions assigning students (nonapplicable to AAC) to AERS positions will specify the AERS number and that the assignment is HRC directed. Under no circumstances will officers be diverted from or interrupt an AERS assignment without prior written approval from HRC (AHRC–OPL–L).

*b. Undergraduate degree level.* Assignments will be made based on needs of the Army and the officer's professional development.

## **Chapter 5 Cooperative Degree Program**

### **5–1. Overview**

*a.* The Cooperative Degree Program (CDP) enables selected commissioned, warrant and noncommissioned officers 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.

*b.* Persons selected to attend a military school who desire to take part in the school's associated CDP must obtain prior approval from HRC (AHRC–OPL–L). They must agree in writing that they will fulfill the service obligation incurred from taking part in the program.

*c.* 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 Degree Completion Program (chap 4).

*d.* Service members 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.

*e.* Service members will attend from their current location. Career divisions may produce separate assignment instructions ending the military schooling and beginning CDP if they so choose. For career divisions 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 divisions that provide separate assignment instructions, CDP completion will be recorded on a DA Form 1059–1.

*f.* CDP will not be used in connection with non-Military Education Level 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.

### **5–2. Determining annual CDP quotas**

Quotas do not apply to the CDP.

### **5–3. 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 CDP. Course work completed as a part of military schooling may satisfy this requirement.

##### *b. Status.*

(1) Applicants must be on active duty and serving in Regular Army status. Warrant officers must enter civilian

schooling programs prior to attaining 24 years of AWOS. Noncommissioned officers must not have more than 22 years of active federal service, as of the reporting date to the academic institution.

(2) Applicants must be able to fulfill their service obligation incurred by this program. Noncommissioned officers must be indefinite or have sufficient enlistment remaining equal to or greater than three times the length of requested schooling. Service-remaining requirements are prescribed in AR 614-200.

*c. Prior service.* There is no prior service requirement.

*d. Clearance.* At a minimum, applicants must possess a Secret security clearance.

*e. Potential.* A review of the candidate's CMIF must reflect that the officer has potential for future and long term service, as determined by HRC.

*f. Interest/agreement of study.*

(1) Applicants must study in an academic discipline that will support their basic career field, their functional area career field, or PMOS.

(2) Study leading to a degree in law, 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. Advanced legal education is described in JAG Pub 1-1. For programs sponsored by the Chief of Chaplains, refer to AR 165-1 and DA Pam 165-17.

*g. Developmental assignments.* Service members must be qualified for promotion or recently promoted to where DCP attendance will not place the service member at risk for promotion to the next rank.

*h. Height/weight standards.* Applicants must meet height and weight standards in accordance with AR 600-9. (para 2-8.)

#### **5-4. Application guidance**

*a.* Service members seeking to participate in the CDP must submit an application and receive approval from HRC prior to attending the academic institution. Send application, with endorsements from immediate field grade supervisor, to CDR, HRC (appropriate career division, para 1-5b), 200 Stovall Street, Alexandria, VA 22332, not later than 7 months prior to school start date, or as directed by your assignment officer. Intermediate Level Education (ILE) students will submit a CDP student enrollment request and Command and General Staff College (CGSC) Form 76 in lieu of a letter application. This form will be furnished with the ILE welcome packet.

*b.* The application will include—

(1) Name, grade, social security number, PMOS, basic branch, career field, and functional area.

(2) Date and source of commission, or date of rank for noncommissioned officers.

(3) The amount of commissioned service at the time of school start date.

(4) Specific degree and academic discipline to be obtained.

(5) Total number of semester or quarter hours of credit already obtained toward the degree.

(6) Number of credit hours included in (5) above completed in off-duty college courses since entering on active duty.

(7) 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.

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

(9) Number and location of dependents and location of household goods.

(10) Official transcripts of all college credits and a letter or signed statement from a proper official of the academic institution 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)."

(11) Present assignment (complete address) and expected date of return, if serving in an overseas area.

(12) If the application is for schooling of 60 days or more, a signed statement, indicating the following: "If I am entered into the Cooperative Degree Program, per AR 621-1 (Training of Military Personnel at Civilian Institutions), 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, acquired under the CDP, unless sooner relieved for the convenience of the Government. Service obligations will be computed in days per AR 350-100. I also agree to bear all expenses for this training, including tuition, fees, and books."

(13) Present home and duty (commercial and DSN) telephone number.

*c.* A review of the candidate's CMIF must reflect that the service member has potential for future, long term service, as determined by HRC.

#### **5-5. Assignment instructions and reporting**

*a. Request for assignment instructions.*

(1) CDP candidates will normally remain at their current duty station or service school for completion of civilian

education requirements. If required, appropriate assignment instructions will be issued by HRC once the applicant is approved to participate in the CDP and is accepted by the educational institution.

(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 educational institution prior to report date, unless approved, in writing, by HRC.

### **5-6. Student requirements**

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

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

*c.* Participants must submit a DA Form 2125 to HRC (appropriate training agency, para 1-5) prior to the start of each quarter/semester.

*d.* Participants must take a full academic course-load, in accordance with each institution's academic requirements, unless approved, in writing, by HRC (appropriate career division, para 1-5b) prior to the quarter/semester term.

*e.* Participants must maintain a minimum grade of C in all courses at all times. Grades lower than C will be reason for discontinuation in the CDP.

### **5-7. Extracurricular activities**

Students will devote themselves to full time academic studies. Business activities are restricted in accordance with the DOD 5500.7-R. With the exception of ACS students identified in paragraph 2-14d, professional and other military activities will be voluntary and will not interfere with the student's academic studies. Student teaching is permitted; however, any compensation afforded by the institution must be applied as a credit to the student's tuition bill.

### **5-8. Funding**

Applicants selected for this program must pay all expenses including tuition fees, and books. Financial aid may be available through the MGIB or VEAP. Those interested in financial aid need to contact their local Army Education Center for details. Tuition assistance is in accordance with AR 621-5. Applicants will receive only authorized pay and allowances.

### **5-9. Service obligation and recoupment**

*a. Service obligation.*

(1) Applicants selected for participation in the CDP of 60 days or more will incur an ADSO on completion or termination of CDP, in accordance with AR 350-100.

(2) Applicants must agree, in writing, to serve on active duty three times the length of their schooling/education, computed in days and submit it at time of application to HRC (para 5-4b(12)).

*b. Recoupment.* There are no recoupment procedures for the CDP.

### **5-10. Post-schooling assignment**

Assignment will be made based on the Army's needs and the professional development of the officer.

## **Chapter 6 Training with Industry Program**

### **6-1. Overview**

*a.* The Training with Industry (TWI) Program was established for military personnel to provide training and/or development of skills in U.S. private sector procedures and practices not available through existing military or advanced civilian schooling programs or other established training and education programs.

*b.* The criteria for TWI are:

(1) There must be an explicit DOD requirement fulfilled by virtue of experience gained.

(2) There must be immediate follow on utilization tour/assignment available to which the individual will be assigned.

(3) The TWI tour/assignment must be a minimum of 6 months and a maximum of 12 months in duration.

(4) The proposed TWI tour and/or assignment must meet professional development requirements.

(5) There must be a written agreement between the private sector host and the DOD Component concerned prior to the start of the TWI assignment.

c. Participation of other than private U.S. commercial industries will not be considered.

## **6-2. Determining annual TWI quotas**

The approving authority for TWI quotas and participating industries is the Principal Deputy Under Secretary of Defense for Personnel and Readiness. Requests to change approved industries will be submitted to HRC (AHRC-OPL-L). HRC will prepare and submit requests for Principal Deputy Under Secretary of Defense for Personnel and Readiness consideration.

## **6-3. Eligibility**

Applicants must be on active duty, have high scholastic aptitude, career potential, and meet the eligibility criteria, in accordance with the annual news release. They must also meet the following requirements:

a. *Prior civilian education.* There are no prior civilian education requirements for the TWI Program.

b. *Status.*

(1) *Commissioned officers.*

(a) Applicants must be RA on active duty status.

(b) Applicants must have a minimum of 3 and not more than 19 years of AFCS prior to requesting training under the TWI Program. Applicants must agree in writing to fulfill any service obligation incurred by acceptance of training

(2) *Warrant officers.*

(a) Applicants must be RA on active duty status.

(b) RA warrant officers must not exceed 24 years of AWOS at the time of application to HRC. Applicants must have enough service time left after completing TWI to fulfill the incurred service obligation.

(3) *Noncommissioned officers.* Applicants will—

(a) Be on active duty.

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

(c) Have a minimum of 2 and not more than 22 years of active Army service as of 30 September of the competition fiscal year. Applicants must be indefinite or have sufficient enlistment remaining equal to or greater than three times the length of requested schooling. Service-remaining requirements are prescribed in AR 614-200.

c. *Prior service.* There are no prior service requirements for this program.

d. *Clearance.* At a minimum, applicants must possess a Secret security clearance.

e. *Potential.* A review of the candidate's CMIF must reflect that the candidate has the potential for future, long term service, as determined by HRC.

f. *Interest/agreement of study.* Candidate must express specific interest in training by submitting a formal application (para 6-4).

g. *Development.* Service members must be qualified for promotion or recently promoted to where TWI participation will not place the service member at risk for promotion to the next rank.

h. *Minimum academic requirements.* Applicants must meet or exceed the academic requirements determined by the industry for each fiscal year of competition.

i. *Height/weight standards.* Applicants must meet height/weight requirements, in accordance with AR 600-9 (para 2-8).

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

## **6-4. Application guidance**

All personnel seeking to participate in the TWI program must submit the required documents, in accordance with the annual news release. Final approval of candidates will be made by HRC (AHRC-OPL-L).

## **6-5. 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-L).

(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-L).

## **6-6. Student requirements**

*a. Notification.* Upon receipt of assignment instructions, participants will immediately visit the USASD, Fort Jackson, website at: <http://www.jackson.army.mil/usasd> 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/site/protect/Active/opfamacs/ACS00.htm>.

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

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

*d. Departure date change.* At least 90 days prior to the current departure date, the TWI participant must request, in writing, to change a departure date from the assigned industry. The participant must submit the following to HRC (AHRC-OPL-L) for approval:

- (1) Signed letter from industry representative, approving the requested departure date.
- (2) Written approval from TWI proponent representative.
- (3) Written approval for early arrival to gaining installation.
- (4) Written approval from the respective career branch at HRC.

## **6-7. Extracurricular activities**

Students will devote themselves to full-time studies of the workings of their particular industry. Business activities are restricted in accordance with DOD 5500.7-R. Professional and other military activities will be voluntary, and will not interfere with the student's training. Travel into a hostile environment is not authorized.

## **6-8. Funding**

HRC (AHRC-OPL-L) will not provide funding for any part of this program. Industries may provide funding. Students will submit funding requests, in accordance with the HRC TWI Student Handbook. HRC (AHRC-OPL-L) will submit the request to the Ethics Counselor for legal opinion. The student may not accept or proceed without the written approval.

## **6-9. Service obligation and recoupment**

*a. Service obligation.*

(1) Applicants selected for participation in the TWI Program will incur an ADSO on completion or termination of TWI, in accordance with AR 350-100.

(2) 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 (para 6-9a(3)). Senior noncommissioned officers must meet the service-remaining requirements prescribed in AR 614-200 (para 4-6), a period of not less than 3 years. Reenlistment documentation, if applicable, must be submitted at time of application to HRC.

(3) The service agreement will state the following: "In accordance with AR 621-1 (Training of Military Personnel at Civilian Institutions), I hereby agree that I will remain on active duty in the United States Army for a period of three times the length of the period, computed in days, that I am trained/educated under the provisions of the Training with Industry Program."

*b. Recoupment.* There are no recoupment procedures for this particular program.

## **6-10. Post-schooling assignment**

Post-schooling assignment will be for 24 months, as determined by the participant's career branch. HRC (AHRC-OPL-L) is the final approving authority for all post-schooling assignments.

# **Chapter 7**

## **Short Course Training**

### **7-1. Overview**

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 unit.

### **7-2. Service obligation**

Normally, an ADSO will not be incurred by attendance at short course instruction. Enlisted personnel must meet the service-remaining requirements prescribed in AR 614-200 (para 4-6). For officers, when training exceeds 60 days, an



ADSO of three times the length of schooling is incurred, in accordance with AR 350–100. When such an obligation is to be incurred, the training agency will inform the officer prior to enrollment.

### **7–3. 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 DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) 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 his or her duties by attending the course.
- (4) An indication of the service-remaining time enlisted personnel will have upon completion of the short course instruction. The soldier's ETS date may be entered in block 9e of DD Form 1556.

*b. Agency training manager.* Training managers will process DD Form 1556 in accordance with the above requirements and locally established procedure.

### **7–4. Payment of tuition**

*a. Vendor invoice.* Vendors will invoice the sponsoring unit for the cost of tuition. A copy of DD Form 1556 must accompany the invoice. The finance office address must appear in block 37 (Billing Instructions) of the DD Form 1556.

*b. Government voucher.* The Office of Personnel Management or other federal government agencies will be paid using a Standard Form (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 reverse of copy 6 of the DD Form 1556.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 37-104-4**

Military Pay and Allowances Policy. (Cited in para 3-9.)

#### **AR 350-100**

Officer Active Duty Service Obligations. (Cited in paras 3-9, 4-9a, 5-4b, 5-9a, 6-9a, and 7-2.)

#### **AR 600-9**

The Army Weight Control Program (Cited in paras 2-8, 4-3h, 5-3h.)

#### **AR 601-141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs (Cited in para 3-1.)

#### **AR 614-130**

Selection and Assignment of Academic Instructors to the U.S. Military Academy. (Cited in para 3-4h.)

#### **AR 621-108**

Military Personnel Requirements for Civilian Education. (Cited in para 1-1a(2) and 2-18a(1).)

### **Section II Related Publications**

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

#### **AR 27-1**

Judge Advocate Legal Services

#### **AR 165-1**

Chaplain Activities in the United States Army

#### **AR 351-3**

Professional Education and Training Programs of the Army Medical Department

#### **AR 600-8-10**

Leaves and Passes

#### **AR 614-200**

Enlisted Assignments and Utilization Management

#### **AR 621-5**

Army Continuing Education System (ACES)

#### **AR 621-7**

Army Fellowships and Scholarships

#### **AR 623-3**

Evaluation Reporting System

#### **AFARS**

Army FAR Federal Acquisition Regulation Supplement (Part 37.72)

#### **DA Pam 165-17**

Chaplain Personnel Management

**DA Pam 623-3**  
Evaluation Reporting System

**DOD 5500.7-R**  
Joint Ethics Regulation (JER)

**DODD 1322.6**  
Fellowships, Scholarships, Training with Industry and Grants for DOD Personnel

**DODD 1322.10**  
Policy on Graduate Education for Military Officers

**DODD 5230.9**  
Clearance of DOD Information for Public Release

**DODD 5230.24**  
Distribution Statements on Technical Documents

**JAG Pub 1-1**  
JAGC Personnel Policies. Available from the Office of the Judge Advocate General (DAJA-AL), 2200 Army Pentagon, Washington, DC 20310-2200.

**NDAA**  
National Defense Authorization Act (<http://www.govtrack.us/congress/bill.xpd?bill=h109-5122>.)

**10 USC 4301**  
Members of Army: detail as students, observers, and investigators at educational institutions, industrial plants, and hospitals ([http://www.access.gpo.gov/uscode/title10/subtitleb\\_.html](http://www.access.gpo.gov/uscode/title10/subtitleb_.html).)

**10 USC**  
Commissioned officers: appointment; educational requirement ([http://www.access.gpo.gov/uscode/title10/subtitleb\\_.html](http://www.access.gpo.gov/uscode/title10/subtitleb_.html).)

### **Section III** **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD web site ([www.apd.army.mil](http://www.apd.army.mil)); DD forms are available on the OSD web site ([www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm](http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm)); Standard Forms (SF) and Optional Forms (OF) are available on the GSA web site ([www.gsa.gov](http://www.gsa.gov)).

**DA Form 1618**  
Application for Detail as Student Officer at a Civilian Educational Institution or at Training with Industry. (Cited in para 3-4.)

**DA Form 2125**  
Report to Training Agency. (Cited in paras 2-11, 2-14, 3-6, 4-6, and 5-6.)

### **Section IV** **Referenced Forms**

**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

**DD Form 1556**

Request, Authorization, Agreement, Certificate of Training and Reimbursement

**SF Form 1080**

Voucher for Transfers Between Appropriations and/or Funds

## **Glossary**

### **Section I**

#### **Abbreviations**

**AAC**

Army Acquisition Corps

**ACS**

Advanced Civil Schooling

**ADSO**

Active Duty Service Obligation

**AERS**

Army Educational Requirements System

**AFCS**

Active federal commissioned service

**AFS**

Active Federal Service

**AGR**

Active Guard Reserve

**AR**

Army regulation

**ASA (ALT)**

Assistant Secretary of the Army for Acquisition, Logistics, and Technology

**AWOS**

Active Warrant Officer Service

**CDP**

Cooperative Degree Program

**CG**

Commanding general

**CGSC**

Command and General Staff College

**CMIF**

Career management individual file

**CONUS**

Continental United States

**DACM**

Director, Acquisition Career Management

**DAO**

Defense Attache Office

**DCP**

Degree Completion Program

**DCS, G-1**

Deputy Chief of Staff for Personnel

**DCS, G-4**

Deputy Chief of Staff for Logistics

**DOD**

Department of Defense

**DSN**

Defense Switched Network

**EGSP**

Expanded Graduate School Program

**FLEP**

Funded Legal Education Program

**GMAT**

Graduate Management Admission Test

**GRE**

Graduate Record Examination

**HRC**

Human Resources Command

**ILE**

Intermediate Level Education

**JFTR**

Joint Federal Travel Regulation

**MAPL**

Military Acquisition Position List

**MGIB**

Montgomery GI Bill

**MILPER**

military personnel

**MOS**

Military occupational specialty

**OER**

officer evaluation report

**OPMD**

Officer Personnel Management Directorate

**OMPF**

Official military personnel file

**OTRA**

Other than Regular Army

**PCS**

Permanent change of station

**PMOS**

primary military occupational specialty

**RA**

Regular Army

**RMO**

Resource Management Office

**ROTC**

Reserve Officers' Training Corp

**SLO**

senior liaison officer

**TAADS**

The Army Authorization Document System

**TAG**

The Adjutant General

**TDY**

temporary duty

**TRADOC**

United States Army Training and Doctrine Command

**TWI**

Training with Industry

**USAPA**

United States Army Publishing Agency

**USAREC**

U.S. Army Recruiting Command

**USASD**

U.S. Army Student Detachment

**USMA**

United States Military Academy

**VEAP**

Veterans Education and Assistance Program

**Section II****Terms****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.

**Long course instruction**

Training of 20 weeks or more.

**Permissive TDY**

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.

**Short course instruction**

Training of less than 20 weeks.

**Section III****Special Abbreviations and Terms**

This section contains no entries.



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