

ACADEMIC DEGREE TRAINING (ADT)

General Information

Academic Degree Training (ADT) is defined as training or education with the stated objective of obtaining an academic degree. Training must contribute significantly to meeting an identified agency training need; resolve an identified agency staffing problem; or accomplish goals in the strategic plan of the agency. The training must be received from an accredited college or university.

Approval Authority

The authority to approve and to pay for the costs for Academic Degree Training (ADT) that is part of such approved programs is delegated to the Administrative Assistant to the Secretary of Army (AASA); Director, Army Civilian Career Management Activity (ACCMA), and Commanders/Heads of Army Commands, Army Service Component Commands and Direct Reporting Units. AASA and Commanders are authorized to approve ADT funded by command/organization training funds, and the Director of ACCMA is authorized to approve ADT that is funded through Career Fields/Programs.

Eligibility

All members of the Army Civilian Corps are eligible to apply for Academic Degree Training (ADT), except those employees occupying or seeking to qualify for: (1) appointment to any position that is excepted from the competitive service because of its confidential, policy-determining, policy-making, or policy-advocating nature (i.e., Schedule C appointments); or 2) a non-career appointment in the Senior Executive Service (SES). Additionally, all applicants must have two (2) years of permanent, full time employment as a DA civilian at time of application.

Limitations

The academic degree must be related to the performance of the employee's official duties. The training must contribute significantly to meeting an organization's identified: training need; staffing problem; or accomplishing goals in the strategic plan of the organization. The training must be accredited and provided by a college or university that is accredited by a nationally recognized body, which a regional, national or international is accrediting organization recognized by the U.S. Department of Education. Please consult the ED.gov website for a listing.

Funding

ADT may be funded by the Career Fields/Programs or through Command funding. Applications that exceed \$50k require a justification memorandum included in the ADT packet, which contains a cost comparison of accredited local and online schools that offer similar degree programs, which fully supports the higher level of funds expenditure for a significant return on investment (ROI) to the Army. Copy of memorandum must be submitted to the ACCMA Talent Development Division program POC, prior to final approval of Director ACCMA or Commander/AASA approval.

Authorized Expenses

All or part of necessary expenses, to include tuition and matriculation fees; library and laboratory services, purchase or rental of books, materials, supplies; and other services or facility costs directly related to the training. Membership fees ONLY if the fee is a condition of attending the training.

Application/Notification Process

Refer to Command or Career Field internal process, according to funding source.

Funding document

Standard Form (SF-182).

-Approved Career Field funded applicants must initiate a SF-182 for training in the ArmyIgnited Training system.

-Approved Command funded applicants must initiate a SF-182 for training in accordance with local established procedures.

Continue Service Agreement (CSA)

Before training begins, employees selected for ADT must sign an agreement to continue service in the Department of the Army for at least three times the length of the training period.

Source: Army Civilian Career Management Activity (ACCMA) Army Civilian Talent Development Program (ACTDP) Catalog