DEPARTMENT OF THE ARMY
Office of the Deputy Chief of Staff, G-3/5/7
400 Army Pentagon
Washington, DC 20310-0400

REPLY TO
ATTENTION OF:

DAMO-TR

SEP 17 2009

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Academic Degree Training (ADT)

1. References:

a. Title 5 United States Code, part III, subpart C, chapter 41, section 4107

b. Title 5 Code of Federal Regulations, chapter 410, part 308

c. Memorandum, Acting Deputy Assistant Secretary of Defense (Force Management and Policy), 15 Aug 01, subject: Civilian Academic Degree Training

d. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), 6 Oct 03, subject: Delegation of Authority for Civilian Personnel Policy/Management

e. Memorandum, Deputy Chief of Staff, G-1, 30 Oct 03, subject: Rescission of Delegation of Authority for Civilian Personnel Policy/Management, dated 30 October 2003

f. Memorandum, Assistant G-1 for Civilian Personnel, 20 Jul 06, subject: Clarification of Civilian Academic Degree Training Approval

g. Memorandum, HQDA, G-3/5/7 Force Management (DAMO-FM) memorandum, 22 Dec 08, subject: Concept Plan Transfer TDA Authorizations and Resources from AG-1 Civilian Personnel (CP) to G-37 that support the Functional Training for Army Civilians

h. Memorandum, Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), 3 Sep 09, subject: Delegation of Authority to Approve Academic Degree Training for MEDCOM Civilians Selected for the Army-Fayetteville State University (FSU) Master of Social Work (MSW) Program

2. This memorandum rescinds reference 1f and replaces it immediately. As outlined in reference 1h, effective 22 September 2009, the Deputy Chief of Staff, G-3/5/7 becomes the proponent for Army civilian functional training to include the Competitive Professional Development (CPD) and the Academic Degree Training (ADT) Programs.

As a result, all applications for civilian ADT approval will be sent through the DCS, G-37/TRV to the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)). New procedures will be outlined in the Civilian Functional Training Interim Guidance (October 2009) and incorporated into a revised Chapter 4 of the Army Civilian Training, Education and Development System (ACTEDS) Training Catalog.

3. As established in reference 1e and 1f, the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) retains the authority to approve civilian academic degree training, regardless of funding source (i.e., local, command or ACTEDs funded). The only exceptions are:

(1) Employees selected to attend the Defense Comptrollership Program may take ADT training in conjunction with those programs,

(2) Acquisition Corps members seeking to meet Defense Acquisition Workforce Improvement Act (DAWAIA)/Acquisition Corps may take ADT identified in their Acquisition Corps individual development plans,

(3) Army Medical Command (MEDCOM) civilian employees competitively selected to participate in the Army-FSU Master of Social Work Program, and

(4) Career Program 11, Comptroller, careerists selected to participate in the Department of Defense (DoD) Inspector General (IG) program at Georgetown University.

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

5. Short-term academic training (120 days or less) may be approved by managers and supervisors for short term training including individual college/university courses when the required knowledge, skills, and abilities from the classes bear a direct relationship upon the performance of official duties. If the purpose of the job related training is to obtain a degree, prior written approval must be obtained from the ASA(M&RA).

6. The request for academic degree training must be submitted through command channels (Army Command, Army Service Component Command (ASCC), Direct Reporting Unit (DRU), or the Administrative Assistant to the Secretary of the Army for DA HQ requests) and endorsed by the appropriate Career Program Functional Chief Representative (if funded with ACTEDS) or the Career Field Functional Proponent (if locally or command funded). See ADT Approval Processing Flow Matrix.

7. All completed applications must be received by the Deputy Chief of Staff, G-37 Training Directorate, Civilian Training and Leader Development Division, ATTN: DAMO-TRV, not less than 90 days prior to the deadline date established by the academic institution for tuition payment. The G-37/TRV will review the application and forward to the ASA(M&RA) for approval. Incomplete applications will be returned to the applicant via FCR channels.

8. The procedures outlined in this memorandum apply to all applicants, regardless of funding source. No ADT may begin until the ASA(M&RA) approval has been obtained and the applicant has received funding certification either through the Resource Allocation Selection System (RASS), if ACTEDs funded, or through local activity/command funding channels.

9. The DAMO G-37 Training Directorate point of contact is Ms. Barbara Bellamy, (703) 693-8175, DSN: 223-8175; email: Barbara.Bellamy@us.army.mil.

Encl
ADT Approval Processing
Flow Matrix

RICHARD C. LONGO
BG, GS
Director of Training

DAMO-TR
SUBJECT: Academic Degree Training (ADT)

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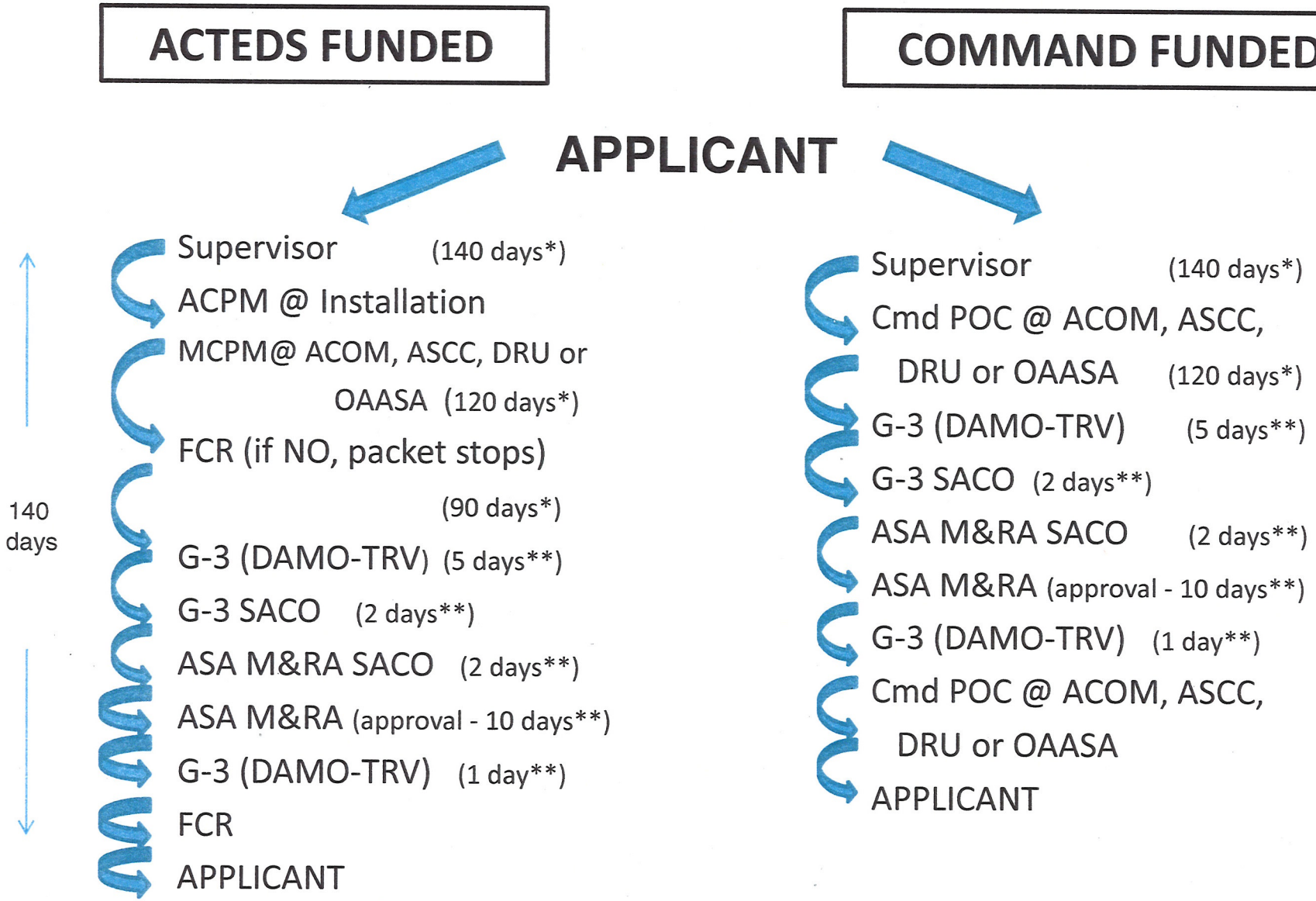
CF:
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY
OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. C. JOHNSON)
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. D. NUGENT)
FUNCTIONAL CHIEF REPRESENTATIVES

Academic Degree Training Approval Processing Flow



*** DENOTES MINIMUM DAYS NEEDED PRIOR TO TUITION DUE DATE/**HQDA PROCESSING TIME**

Enclosure