

- **Leading Change:** Creativity and Innovation, External Awareness, Strategic Thinking, Flexibility, Resilience, and Vision
- **Leading People:** Conflict Management, Leveraging Diversity, Developing Others, and Team Building
- **Results Driven:** Accountability, Customer Service, Entrepreneurship, Problem Solving, Decisiveness, and Technical Credibility
- **Business Acumen:** Financial Management, Technology Management, and Human Capital Management
- **Building Coalitions:** Influencing/ Negotiating, Partnering and Political Savvy
- **Improved Written and Oral Communication Skills**

*If you want one year of prosperity, grow grain.
If you want ten years of prosperity, grow trees.
If you want one hundred years of prosperity,*

“GROW PEOPLE”

-Ancient Chinese Proverb



For More Information Contact:

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Academic Degree Training Program

“Over the long-term, the Army will improve its strategic planning, performance assessment, and financial auditability, so that commanders can make better-informed decisions on the utilization of resources to improve readiness.”

2014 Army Posture Statement



Army Civilian Training, Education, and Development System (ACTEDS) funding allows the CP 11 Functional Chief Representative (FCR) to approve and fund training at various colleges and

universities to provide professional development opportunities. Academic Degree Training (ADT) provides a valuable learning experience and competitive edge for future advancement in leadership positions to participants. It is also a useful means to cultivate equal employment opportunity objectives for minorities, women, and disabled employees. Tuition and books are centrally funded.

Major Highlights

- Cooperative endeavor between universities, colleges, and the Department of the Army
- Full time and part time opportunities
- Combine university or college business related curriculum with Army's resource management policies and practices
- Special emphasis on financial management related degrees
- Full spectrum of undergraduate (Associate and Bachelor) and graduate study levels

Eligibility Requirements

- CP 11 Army civilians
- Three years of federal service within Army
- ADT related to performance of official duties
- Fulfill university or college admission requirements

- Complete ADT Program Application checklist requirements
- Potential for leadership position in multi-disciplinary areas

Program Requirements

- Careerists develop respective program of study with local college or university
- Some management related courses desirable for undergraduate and graduate students depending on background
- Some accounting related courses desirable for careerists with fewer competencies in accounting
- Program may lead to an academic degree
- Computer related courses and quantitative analysis courses are also desirable depending on the background of the CP 11 careerists

Major Highlights

- Suspense 120 days prior to start of first class
- Consult the Army Civilian Training, Education, and Professional Development System Catalog (ACTEDS) to obtain forms for submission (<http://www.cpol.army.mil/library/train/catalog>)
- Endorsement from the Commander of the appropriate Army Command, Army Service Component Command, or Direct Reporting Unit
- Endorsement from the Administrative Assistant to the Secretary of the Army (AASA) for careerists working for an Army Staff Principal, HQDA, or a Program Executive Office

- Academic Degree Training Application
- Signed Letter of Acceptance from Accredited Institution
- Applicant's Statement
- Signed Continued Service Agreement
- CP 11 Resume
- Academic Degree Plan
- Validation of Requirement: Utilization Plan
- Ethnicity and Race Identification Form (SF 181)
- Career Program Functional Review Form
- Request for Central Resources Support Form
- Last three (3) Performance Appraisals
- Submit original application packet through appropriate chain of command to the Comptroller Proponency Office with subsequent upload into GoArmyEd
- Completed packet forwarded through G-37/TRV (Civilian Training and Leader Development Division) to Assistant Secretary of the Army, Manpower and Reserve Affairs (ASA (M&RA)). Process time is approximately 90 days

Major Highlights

- Careerists nominated for long term training are evaluated competitively based on experience, education, government-related training, awards, motivation, and timelines of requested training
- First priority is part-time training with full-time training receiving secondary priority
- Full time training is for one year, and must be approved by management