CP-11 ACADEMIC DEGREE TRAINING (ADT) PROGRAM

The ADT Program supports Career Program 11 (CP-11) careerists pursuing an academic degree (associate, bachelor or master). The degree must relate to performance of employee's official duties (e.g., accounting, business, finance, contracts, economics, marketing, quantitative methods, organizational management, etc.), and be part of a planned, systemic and coordinated program of professional development endorsed by Army. The streamlined ADT application requires the applicant's information, academic information, a statement of interest, previous ADT, the academic degree plan, and total cost of expenses per fiscal year (FY) consolidated into a single document. An added feature is the ADT calculation spreadsheet, which helps determine the Continued Service Agreement (CSA) payback time. The resume and ADT Checklist remain requirements inclusive for the ADT packet. The SF181 (Ethnicity and Race Identification) is strictly voluntary. Eligibility for the ADT Program requires two (2) years of permanent, full-time, civilian federal service within Department of Army.

Authority to approve and pay for ADT costs is delegated to the Administrative Assistant to the Secretary of Army (AASA), Functional Chief Representatives (FCRs) of Army Career Programs (CP), and Commanders/Heads of Army Commands, Army Service Component Commands and Direct Reporting Units. Commanders and the AASA have authority to approve command/organization training funds. FCRs have authority to approve Army Civilian Training, Education & Development Systems (ACTEDS) funds through a career program.

Note: All applications exceeding $50K require submission of a justification memorandum to the HQDA, G-37/Civilian Training and Leader Development Division, prior to the FCR or Commander/AASA approval. The justification will include a cost comparison of accredited local and online schools offering similar degree programs, which fully support the higher level of fund expenditures for a significant return on investment (ROI) to Army, and will be signed by the FCR (when CP funded) or the Commander/AASA (when Command funded).

The checklist requirements comprise the following:

1a. Career Program Funded Application

1b. Command Funded Application

2. Letter of Acceptance (indicating full acceptance/unconditional) from an institution accredited by a nationally recognized body acknowledged by the US Department of Education. Consult the ED.Gov website for a listing.

3. Continued Service Agreement (CSA) Calculation Sheet

4. Continued Service Agreement

5. Resume (Include list of government-sponsored training and individual courses funded by Army/ACTEDS).

6. Ethnicity and Race Identification Form (SF 181). NOTE: Submission of the completed SF-181 is strictly voluntary. The form is solely for statistical purposes only, and not for determining eligibility for participation in any training opportunity.

7. Academic Degree Plan Continuation Sheet (if required)

8. ADT Application Checklist: Digitally sign and attach the ADT Checklist as the cover to the ADT application packet. Place a checkmark by each item attached and assemble documents in the order listed. (Incomplete packages cannot be processed, and will be promptly returned for further action.)