

Student Checklist at completion of Advanced Civil Schooling

During last semester and at end of last semester – before graduation:

- ___ Confirm ADSO orders with assignment officer
- ___ Review records with school (grades, degree completion, funds paid)
- ___ Confirm final 2125 with HRC office

Within 60 days of departure from school:

- ___ Submit completed DA Form 1059-1 to HRC
- ___ Submit one official degree awarding transcript to HRC AEPB
- ___ Ensure your mailing and AKO email addresses are updated on your ORB
- ___ Confirm with HRC assignment officer
 - ___ Copy of diploma has arrived at HRC
 - ___ Degree has been posted on your ORB

Additional information from the current ACS SOP follows:

DA Form 1059-1 (Academic Evaluation Report)

Masters students in programs of 24 months or less will receive a single AER upon completion of their study.

1. The ACS office will only accept DA Form 1059-1 dated MAR 2006. reference AR 623-3, dated 10 August 2007 and DA PAM 623-3, dated 13 August 2007, Evaluation Reporting System.

DA Form 1059-1 is available at: http://www.army.mil/usapa/eforms/pdf/A1059_1.PDF

2. AER will be typed and signed by the student's academic advisor at the university of attendance. Advanced Education Programs Branch (AEPB) is the "reviewer." Officers are to sign the DA Form 1059-1 before submission.

3. Send document to:

- a. Advanced Education Programs Branch (hrc.opmd.armyacs@conus.army.mil or via mail to: Commander, HRC, ATTN: AHRC-OPL-C, 1600 Spearhead Division Avenue, Fort Knox, KY 40122).
4. Retain a copy of the AER to prevent reconstruction in the event of loss.
5. AEPB will process AERs within 30 days of receipt. Officer Evaluation Records Branch will not process AERs until they have been annotated, stamped and sealed by AEPB

Degree-Awarding Transcript

1. Students are required to provide one **official** degree awarding transcript.
2. Transcript must show appropriate degree from the appropriate school for which the officer was approved for Advanced Civil Schooling.
 - a. Most students leave prior to the university issuing transcripts. Upon receipt the officer is to verify the information on the transcript before sending it to AEPB. Or, the officer can have an official transcript issued to AEPB. (A copy is sufficient for the FA50 PDO.)
 - b. If the transcript indicates the appropriate degree and school but **is not official**, the officer contacts the HRC Career manager and assists with contact with the respective university so the Career manager can verify the applicable degree was awarded.
3. Send transcript to:
 - a. Advanced Education Programs Branch (hrc.opmd.armyacs@conus.army.mil or via mail to: Commander, HRC, ATTN: AHRC-OPL-C, 1600 Spearhead Division Avenue, Fort Knox, KY 40122).

The Process

1. The AER and official degree awarding transcript *together* are the only official documents that reconcile the expenditures incurred under the auspices of the fully-funded ACS program should HRC be audited.
2. The AER and official degree awarding transcript are also the only documents that officially authorize the entry of appropriate civil educational level data into the OMPF and subsequently onto the officer's ORB.
3. Send the AER (DA Form 1059-1) as soon as it is completed (preferably prior to departure from the school).
4. AERs will be held in the AEPB until updated transcripts arrive.

5. Upon receipt of degree awarding transcripts, the ACS Technician annotates the discipline and funding code, stamps the AER with an official seal, and signs off as the reviewing official in section III, block 13. (Note: AEPB does not issue confirmation of receipt of documents.)
6. AEPB provides the AER with transcript to the Officer Evaluation Records Branch.
7. AEPB annotates the officer's ADSO in TOPMIS.
8. Officer is to monitor the Official Military Personnel File (OMPF), https://iperms.army.mil/rms/login_admin.jsp. If the AER has not been posted after 90 days from the time degree awarding transcripts are sent, contact AEPB via e-mail.

Failure Factors

1. Failure to complete the training in the time allotted constitutes an adverse report. AR 621-1 makes no provision for additional time in absentia for a thesis, additional course work or special projects.
2. Students who fail to achieve a degree at the conclusion of their formal period of study or training, who voluntarily withdraw, or who are dis-enrolled for substandard academic performance or misconduct prior to completion of their study must submit an AER in accordance with AR 621-1, para 2-12b.
 - a. The officer's HRC Manager, as the reviewing official, has the authority to annotate Section III of the AER with the comment that the student failed to achieve a degree in the time allotted and refer the AER to the individual for acknowledgment or comment.
 - b. A copy of the final report **MUST** be forwarded to Advanced Education Programs Branch (AEPB) so the officer's education file can be officially closed out.
 - c. The HRC career manager will ensure a degree has not been annotated on the officer's ORB.
3. 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.

Army Duty Service Obligation (ADSO) Factors

1. Officers incur an ADSO of three days for every one day in school.

- a. The entire schooling period counts toward the ADSO, to include weekends, holidays, leave taken during school, etc.
 - b. The officer incurs an ADSO regardless of whether he/she graduate
 - c. Each officer must sign a ADSO agreement prior to beginning ACS.
2. AEPB calculates the ADSO from the duration of course dates on the Academic Evaluation Report (AER) and records the start and end date of the ADSO on screen 8 in the Officer Record Data (ORD) of the Officer Record Brief (ORB), in TOPMIS II. The AERS Program Manager is responsible for calculation of all ACS ADSO.
3. The ADSO begins the day after the officer leaves school.
4. The ADSO cannot be waived (see below for further explanation).
- a. Recoupment. The ADSO cannot be waived; however, the Army may choose to accept recoupment of funds instead of having the officer serve out the ADSO. The decision is entirely the Army's.
 - b. Recoupment equals the percentage of time remaining in the ADSO times the cost of the education. Advanced Education Programs Branch will calculate the recoupment, but the final amount is determined by DFAS IAW US Code Title 10, 2005, DoDI 1322.10, AR 621-1, AR 350-100, and AR 37-104-4.

5. Army Educational Requirements System (AERS) Utilization Tour.

- a. DoD policy specifies that officers who attend fully or partially funded civilian schooling for 12 months or more will serve an initial utilization tour in positions validated for graduate education.
- b. This utilization will be for a minimum of 24-months and will normally occur immediately following such education, but **not later than the second tour**.