

## **Annex B: ACTEDS Training Application Process**

### **A. General.**

1. Training opportunities are designed to provide a progressive competency growth in developing CP60 personnel, both professionally and technically. Programs identified in this document align with the Department of Defense (DoD) and Army Human Capital Strategic Plans and are validated in our ACTEDS Plans (as available).

2. CP60 funded training is open to all CP60 careerists assigned to permanent positions, unless otherwise stated. All opportunities are competitive and selections will be determined by the CP60-designated board.

3. Selection of CP60 careerists for training, education and development under this plan will be accomplished without regard to political preference, race, color, religion, national origin, gender, marital status, disability, age or sexual orientation.

**B. Identification of Requirements.** Requirements for all CP60 centrally funded ACTEDS resources will be submitted annually to the CP60 Proponent, when requested by suspense action. Requirements will be routed through to the ACPM for review, consolidation and prioritization. ACPMs will forward requirements to the CP60 Proponent in format requested.

### **C. Funding Competitive Selection Considerations.**

1. Selection of employees for training will be made without regard to without regard to political preference, race, color, religion, national origin, gender, marital status, disability, age or sexual orientation. Applicants will be rated against the following factors:

- a. Prior participation and/or advanced degrees
- b. Program cost/length
- c. Proximity of training to home workstation
- d. ACOM, ASCC, DRU, or Installation endorsement
- e. Supervisor's Assessment of Need for Training
- f. Post Training Utilization Plan
- g. Functional (CP Manager) assessment of need
- h. Performance appraisals and awards
- i. Employee's motivation for attendance
- j. Relevance of training program to CP60 mission and unit mission

2. All training requested must be identified in careerist's Individual Development Plan (IDP) and a completed/signed copy must accompany application for any training requested. In addition, justification for training must indicate how the training supports the Command's mission.

3. All applicants must provide proof of completion of the appropriate CES courses for their

positions. Certificates from non-CES leadership development programs will not be acceptable unless accompanied by certification of equivalency from CES.

4. Commands will not be reimbursed for salaries and personal benefits for training participants or costs incurred through temporary backfill of the vacated position.

5. ACTEDS funding is provided IAW with ACTEDS Funding Strategy and funds are always subject to availability set forth by HQDA G-3/5/7.

6. For application or program information contact the CP60 Proponent.

#### **D. Recommended Short Term Training (STT).**

1. Training of 120 calendar days or less. Programs include training and courses conducted at Army, other DOD activities, and Federal agencies, symposiums, workshops and seminars providing professional training for medical personnel, leadership and management development programs, and other training opportunities and courses identified. Attendance at seminars and workshops must have a demonstrated training purpose and must be documented in the employee's IDP.

a. Applicants must meet all eligibility requirement and/or course/program prerequisites prior to submission of the application. The applicant must include the description of the training, the training outline, and what benefits (competencies) will be received from the training. The use of ACTEDS funds to attend conferences, seminars, workshops, etc., must meet the definition of training in accordance with Title 5, CFR, Section 410.404 and must be approved by the Chief, Civilian Training and Leader Development Division, G37/TRV.

b. Forms Required. Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: Application for ACTEDS Training Opportunities; Nominee's Statement of Interest; SF 181, Ethnicity and Race Identification (optional); and Agreement to Continue in Service (for non-government training in excess of 80 hours or any training that is more than 120 calendar days). Additionally the Supervisor Utilization: Validation of Requirements form is used to document requirements and return on training investment. These forms are available at [http://cpol.army.mil/library/train/catalog/form\\_ndx.html](http://cpol.army.mil/library/train/catalog/form_ndx.html)

2. University Training. This training may be supported when the training is particularly meritorious and timely with significant benefit to the individual and the organization. This opportunity for training is intended to broaden employees' experience, knowledge, and perspective in management and operational techniques. This training is primarily university training that will not result in a degree.

a. Forms Required: Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities; Nominee's Statement of Interest; SF 181, Ethnicity and Race Identification; and Agreement to Continue in Service* (for non-government training in excess of 80 hours or any training that is more than 120 calendar days). The *Supervisor Utilization: Validation of Requirements* form should be used to document the training requirement and the expected ROI/ROV.

b. These forms are available at [http://cpol.army.mil/library/train/catalog/form\\_ndx.html](http://cpol.army.mil/library/train/catalog/form_ndx.html)

## **E. University Training.**

1. Academic Degree Training (ADT). Academic Degree Training is training or education with the stated objective of obtaining an academic degree from a college, university, or other accredited institution. Additional information is available at:  
<http://www.t3ac.army.mil/academic/pages/default.aspx>

2. ADT may be funded by HQDA or by individual Commands. All requests require Assistant Secretary of the Army [Manpower & Reserve Affairs) (ASA M&RA)] approval, regardless of the funding source. Listed below are the criteria to participate in ADT. Specific application instructions are available at:  
<http://www.civiliantraining.army.mil/TRV%20Document%20Library/FAQs.pdf>

3. ADT program is open to all civilian employees. To be eligible to use ACTEDS funds, applicants must have complete three years in a permanent DA full-time position or combination of positions, and be assigned to a CP-64 permanent position, unless otherwise stated.

4. The training must be part of a planned, systematic, and coordinated program of professional development endorsed by Army that supports organizational objectives.

5. Academic degree to be pursued must be related to the performance of the employee's official duties.

6. All requests require supervisory approval and must be routed through Command channels.

7. Careerists must sign an Agreement to Continue in Service for at least three times the length of the training. The continued service obligation begins upon successful completion of the course/program.

8. Course of study must be from an accredited institution.

9. Participants must satisfactorily complete all courses of study. Undergraduate students must achieve a "C" average or better; graduate students must achieve a "B" average or better for all courses completed. Failure to do so may result in repayment to the government of all costs associated with the training/course/program; i.e., tuition, books, equipment, tools, fees, etc...

10. Submission of application packages for university training does not guarantee approval for the program. The availability of ADT funds will determine how many application packages are accepted and approved.

11. Funding for specific courses is on a case-by-case basis. ACTEDS funds cover tuition and books both for full-time and part-time study. Funding is not authorized for per diem or travel.

12. Applicants must plan for at least a three-semester lead-time due to the lengthy application approval process. Funding, under an ASA(M&RA) approved "Degree Program" cannot exceed \$75K.

13. There are no CP60 funds for graduate-level studies at this time.

### F. Completion of Training.

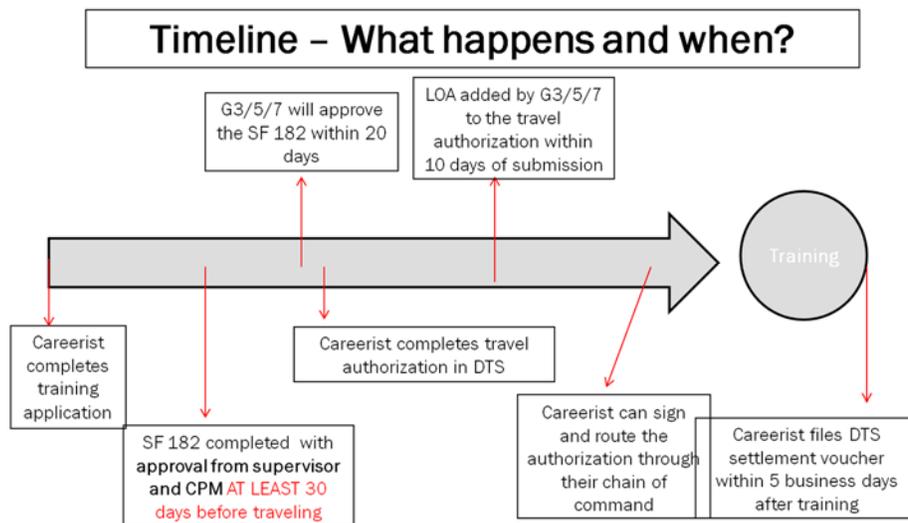
1. CP60 individuals awarded ACTEDS funds must provide completed copies of the SF 182, grade reports, or other evidence of successful completion of training for each funded course.

2. CP60 Proponent is responsible for maintaining training records of all funds used for ACTEDS training.

### G. Other Requirements.

1. Students must ensure training is approved/signed by a G37/TRV Budget Analyst prior to attending training. Failure to follow identified procedures may result in the employee incurring liability for all training costs.

2. Employees must ensure there is sufficient lead time for the processing of training documents prior to the proposed training start date. It is critical that CPM receives SF-182 at least 30 days prior to training. Training Requests received less than 30 days prior to training will not be processed. See timeline below:



3. Training Requests. Once careerist has been competitively selected to attend CP60 ACTEDS funded training:

a. Determine if Army Career Tracker has the correct first and second line supervisor; if not, complete an ACT update ([actnow.army.mil](http://actnow.army.mil)).

b. Create your SF-182 and submit for approval by your supervisor, CPM and G3/5/7 not later than 30 days prior to training. Please refer to following Website for specific instructions on submitting an SF-182 (training Request) in GoArmyEd [https://www.goarmyed.com/user\\_registration/BaseRoleHome.aspx](https://www.goarmyed.com/user_registration/BaseRoleHome.aspx).

c. If your application process is completed outside of GoArmyEd, logon to the website to ensure that you have a “student” account and that your supervisor has a “supervisor” account in GAE ([goarmyed.com](http://goarmyed.com)).

d. If you do not have a valid Government Travel Card: obtain one immediately OR determine if your Resource Manager understands how to use Work Breakdown Structure (WBS) and GFEBs

e. Once your SF-182 is approved by G3/5/7, you must complete your travel authorization in DTS:

1) Airfare must be annotated as IBA (Individually Billed Account) and not CBA (Centrally Billed Account)

2) Do NOT book your flight until the LOA has been added. In the comment section of DTS indicate your approved SF-182 number. If your command is paying for items that are not authorized to be paid for with centralized funds, the command’s LOA should already be in DTS.

3) Do NOT sign or route your travel authorizations prior to G3/5/7’s approval. Once LOA has been added by G3/5/7, you will then sign and route your travel authorization.

4) The following expenses CANNOT be paid using centralized funds: Rental cars; Parking for rental cars; Excess baggage over \$25.00; In/around travel at the TDY site; Application fees; graduation fee;; testing fees; and evaluation fees.

5) The following expenses CAN be paid using centralized funds: Tuition; Books; Hotels (actual cost, not to exceed the government lodging rate); Per diem; Checked Bag fee; and To/From travel to training site (per JFTR/JTR).

f. Once your training is complete, you must file your DTS settlement voucher within five (5) business days of return.

1) All receipts reflecting PAID, regardless of cost, must be provided within the voucher

2) Lodging receipts must be provided

H. Careerists requesting ACTEDS funds for training opportunities must provide the requested information found in the respective Course Checklist below:

1. The checklists below provides a method to track the forms and documents needed to submit a request for training package. Updated information can be found at:  
<http://www.t3ac.army.mil/academic/Pages/ADTapply.aspx>.

2. Print this checklist for your use in completing your application package.  
Do not send this form with your package!

3. All of the forms and documents listed below must be completed and forwarded as your application package. The on-line forms (provided below) must be used. Assemble the forms in the order listed. Incomplete application packages will be returned.

Application for ACTEDS Training Opportunities – Online

Endorsements through the applicant's chain of command (Supervisor through ACOM, ASCC, DRU, or installation) - Must be attached!

Nominee's Statement of Interest - On line

Utilization Plan - On line

Functional Review Form - On line

Agreement to Continue in Service

Last 3 Performance Ratings (including annotated Support Forms) - MUST BE ATTACHED. If these appraisals are not available, you must include an explanation about the missing appraisals, verified by your supervisor or CPAC, and your "next" most recent appraisals.

Request for Central Resource Support Form - Online.