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# Application for Academic Degree Training - Command Funded

## Part I. Applicant Information

Name

Title

Series & Grade or Pay Band

Organization/Department/Office Agency

Organization Mailing Address

Command

Career Program Name and Number (if applicable)

Work Telephone Number

Work E-Mail Address

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## Part II. Degree Training Information

Accredited Degree sought:

Name and address of the accredited university/college  
where the training will be obtained:

Expected duration of training:

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Indicate whether full or part time

Part Time

Full Time

Total cost of training, by fiscal year

Name of the planned, systematic and coordinated  
competitive professional development program under  
which requested training falls:

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### Part III. Required Enclosures

- Enclosure 1: Applicant's Statement
  - Enclosure 2: Signed Letter of Acceptance from accredited institution
  - Enclosure 3: Signed Continuation of Service Agreement
  - Enclosure 4: Resume that includes list of prior government-sponsored training and/or education
  - Enclosure 5: Academic Degree Plan
  - Enclosure 6: Validation of Requirement: Utilization Plan and explanation of how the proposed training will contribute significantly to meeting an identified Army need (completed by the applicant's supervisor)
  - Enclosure 7: Ethnicity and Race Identification Form **NOTE:** Completion/submission of the SF-181 is strictly voluntary; used for statistical purposes only.
  - Enclosure 8: Command unique documents
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### Part IV. Certification, Signature and Approval

By signing below, I certify that:

- The information provided in this application and the required enclosures is true and complete to the best of my knowledge.
- The applicant is not serving under a Schedule C (political) appointment.
- The applicant has achieved a medial rating or higher: NSPS - 3; TAPES - 3 or applicable performance for the last year
- The requested training is not being taken to help the applicant to meet basic qualification requirements for his/her current position, or qualify for appointment to a particular position for which the academic degree is a basic requirement.
- All collective bargaining obligations have been met.
- The training meets all legal and regulatory requirements.
- The applicant meets all eligibility requirements.
- The applicant is not the subject of a pending adverse action for cause.

Applicant's Name & Title  
Organization Name  
Organization Mailing Address  
Work E-mail Address  
Work Telephone Number

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Applicant Signature

Date Signed

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Supervisor's Name, Title  
Organization Name  
Organization Mailing Address  
Work E-mail Address  
Work Telephone Number

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Supervisor's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

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Command POC at ACOM, ASCC, DRU or \_\_\_\_\_  
OAASA Name, Title \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Organization Mailing Address \_\_\_\_\_  
Work E-mail Address \_\_\_\_\_  
Work Telephone Number \_\_\_\_\_  
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Command POC's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

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