

# Advanced Civil Schooling (ACS) Notes

Submit packet to OCoS-OD at OCOS-OD [USARMYFtGordonSignalSchlListOCOS-OD@army.mil](mailto:USARMYFtGordonSignalSchlListOCOS-OD@army.mil)

## DA Form 1618

1. List multiple school options in Section 2.
2. List degrees previously obtained.
3. Use Signal Regiment Power BI to help determine Utilization Assignments. However, it will not tell you if the position is available. Go to the main page > Structure > ACS and TWI Utilization Billets (top left). Follow this link:  
<https://app.mil.powerbigov.us/groups/me/apps/7e431dd8-6692-47b6-85a2-ee5ea4389b98/reports/05f2e1e5-daf3-47cc-a6f2-3ef52ab91bbb>
4. What it is: The official form that administratively processes your assignment as a student at a civilian institution. It also contains the service agreement tied to this assignment.
5. Why it's needed: While you have been selected, this form is the key administrative document used by HRC to process your assignment and generate your orders.

## DA Form 2125

1. Ensure the Tuition Agreement is on the school letterhead
2. Ensure the Tuition Agreement matches DA Form 2125
3. What it is: This form outlines your specific academic plan, including the degree, major, and courses.
4. Why it's needed: This document serves as the official academic blueprint for your record. The details here must be accurate and align perfectly with your university's tuition agreement to ensure proper funding.

## University Acceptance Letter

1. What it is: The official letter from the civilian university or institution offering you admission into your specific graduate program.
2. Why it is needed: This is the official proof of your admission that we need for our records. It confirms your student status at the institution you were approved to attend.

## Tuition Agreement

1. Ensure the tuition agreement is on the school letterhead, and it is signed
2. What it is: An official document from the university's financial office that details the exact tuition costs and required fees for your entire program of study.
3. Why it is needed: This document is the basis for funding your education. It is critical for two (2) reasons:
  - a. Accuracy: The information on this agreement must precisely match the information on your DA Form 2125. Any discrepancy will delay the processing of your tuition payments.
  - b. Completeness: The agreement must cover the entire period you will be in graduate school. This ensures your funding is allocated correctly for the full duration of your program, preventing financial or administrative issues.

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## ACS Acknowledgement of Responsibilities

1. Ensure to initial beside each paragraph and sign.
2. What it is: A formal memorandum outlining the specific regulatory requirements you must follow while in the ACS program. You are required to initial each block and provide your signature.
3. Why it is needed: Your signature serves as your formal agreement to comply with all program rules. It is a mandatory part of your record, confirming you understand your responsibilities regarding academic standards and conduct.

## Academic Transcripts

1. Provide all transcripts listed in DA 1618 Section 4.
2. What it is: Please provide a copy of either your undergraduate transcript OR the transcript from your most recently complete graduate program.
3. Why it's needed: This document serves as the official record of your academic qualifications and is a required supporting document for our files and for the university.

\*\*\*NOTE\*\*\*

## Exception to Policy (ETP) Memos (If Applicable)

Even though you are selected, these waivers are required for final administrative processing if you fall into one of the following categories.

### Undergraduate GPA Waiver

1. Who Needs It: Required if your undergraduate GPA is below 2.5.
2. Why it's needed: This waiver is a formal requirement for the administrative file for any student whose record does not meet the standard GPA minimum. It provides the necessary justification to finalize your packet.

### Time in Service Waiver

1. Who Needs It: Required if you have more than 200 months of Active Federal Service (AFS).
2. Why it's needed: This waiver initiates a required administrative review by the Advanced Education Programs Branch. They must formally determine and document that you can complete the Active-Duty Service Obligation (ADSO) before your Mandatory Removal Date (MRD). This is a non-negotiable step for personnel in this category.

**Additional Information** (your cost level will be provided to you once made available to proponent)

1. Low-cost school: up to \$28K
2. Med-cost school: \$28K to \$48K
3. High-cost school \$48K to \$60K