

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
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CIVILIAN PERSONNEL  
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**CIVILIAN ACADEMIC DEGREE TRAINING (CADT)**

On August 15, 2001 the Department of Defense (DOD) issued implementing policy for Civilian Academic Degree Training. This policy guidance is pursuant to Section 1121 of the National Defense Authorization Act for Fiscal Year 2001 for payment of costs associated with degrees for civilian employees.

On October 26, 2001, Army issued implementing guidelines on Civilian Academic Degree Training. The following points are central to Army's implementation of CADT:

- The authority to implement and approve Civilian Academic Degree Training has been delegated to major Army commands, independent reporting activities, and the Administrative Assistant to the Secretary of the Army who may further delegate approval authority.
- The employee no longer has to be in a shortage category.
- Academic Degree Training can be approved if part of a planned, systematic and coordinated program of professional development. For Army, this includes academic degree training identified in an appropriate Army Civilian Training, Education and Development System (ACTEDS) plan, Defense Leadership and Management Program (DLAMP), Army Acquisition Career Development plan, or other Army approved competitive leader/management development program.
- No additional DoD or Army funds have been allocated for Civilian Academic Degree Training.

As provided in 5 United States Code section 4107(a), Army may not approve the selection and assignment of the employee for Civilian Academic Degree Training, or payment or reimbursement of the costs of training for:

(1) the purpose of providing an opportunity to the employee to obtain an academic degree in order to qualify for appointment to a particular position for which the academic degree is a basic requirement.

(2) the sole purpose of providing an opportunity to the employee to obtain an academic degree unless such opportunity is part of a planned, systematic, program of professional development endorsed by the Department of the Army.

For information and/or assistance, please contact Tami Culbreath at 531-1856.

**//ORIGINAL SIGNED//**

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