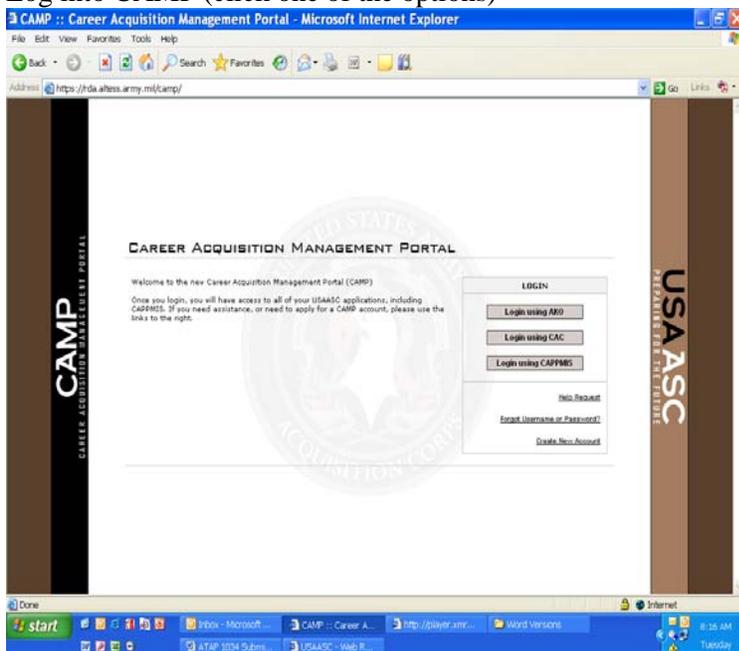


# 1034 submission process

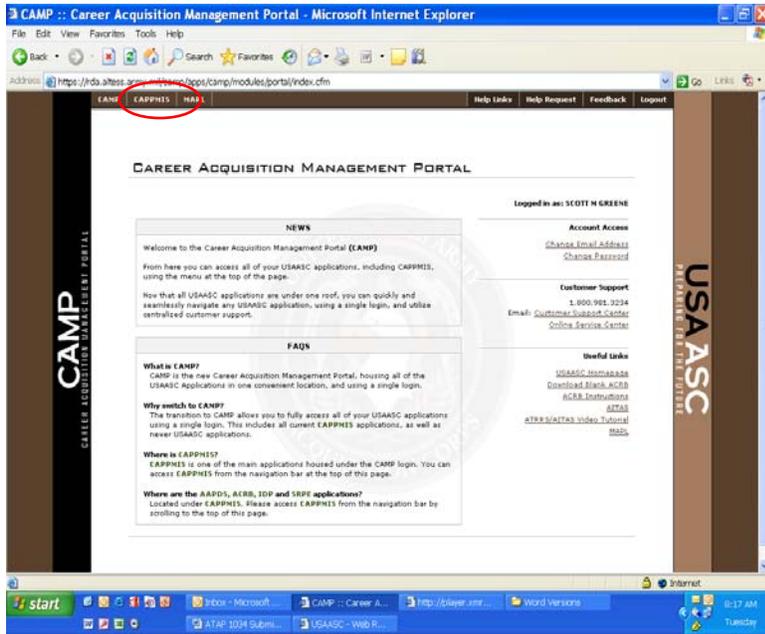
Steps:

1. Log in to CAMP SITE (<https://rda.altess.army.mil/camp/>)
2. Click on CAPPMS
3. Click AAPDS (Army Acquisition Professional Development System)
4. Click STUDENT MODULE
5. Click Planned/Enrolled
6. Click SF1034 (in the Create Forms column) next to the course for which you need book reimbursement (YOU WILL ONLY BE ABLE TO DO THIS ONCE A SF-182 HAS BEEN SUBMITTED AND APPROVED).
7. When you click on SF 1034, it takes you to an automated form
8. REQUIRED FIELDS:
  - # of Books purchased, Total cost of books (\$150 maximum), Date of purchase, Org Mailing Address, Upload Receipts
9. Save or Submit
10. It will route to either the SOC Training Manager or the Resource Manager
11. Once approved, you will receive an email notifying you of the expected DFAS payment timeline

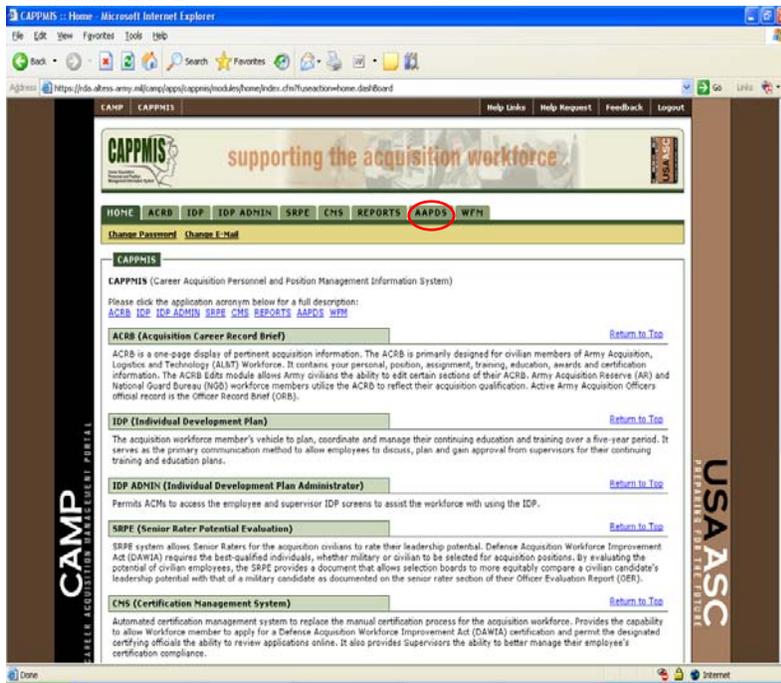
Log into CAMP (click one of the options)



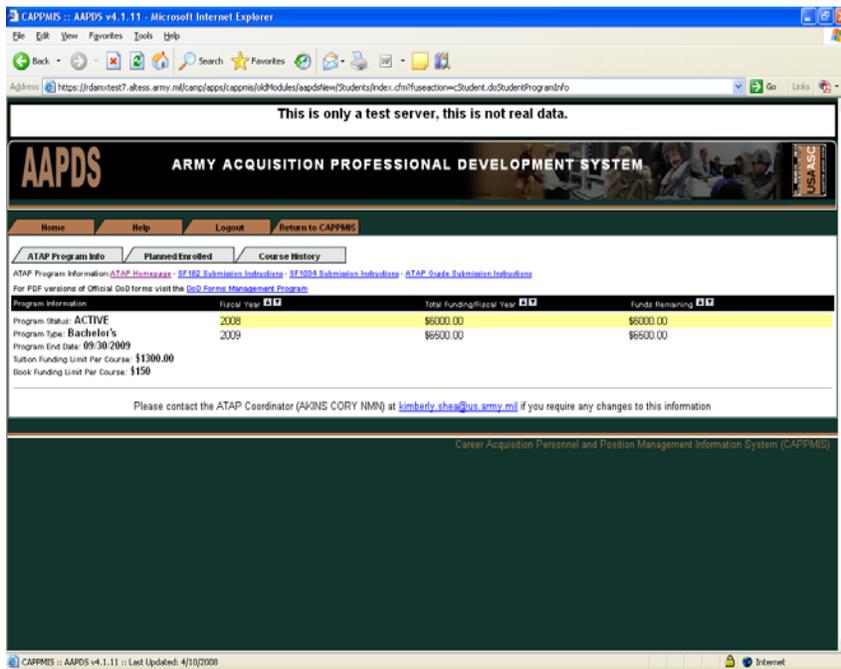
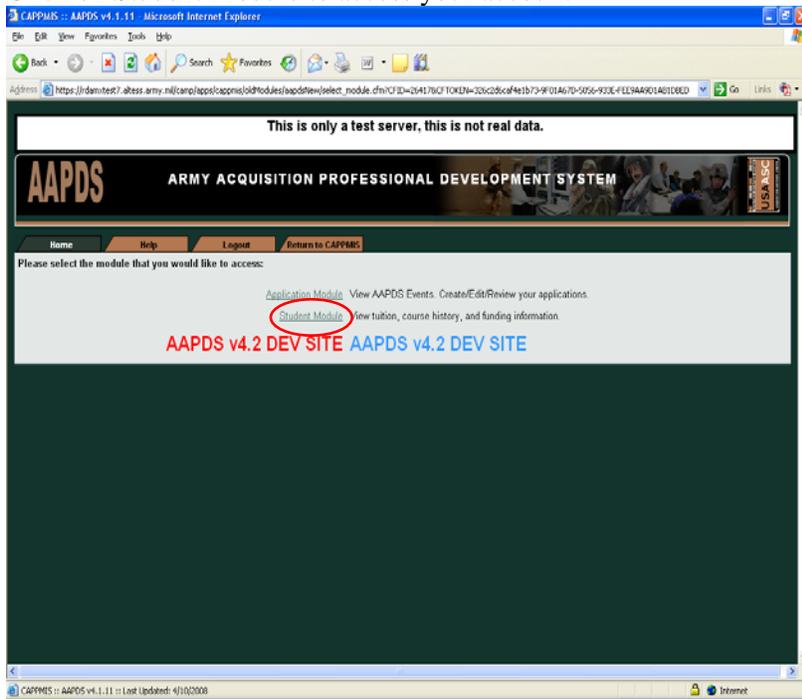
Click on CAPPMIS



Click on AAPDS



Click on Student Module to access your account



On this page you can view your SOC Program information:  
 Program Type, Program End Date, Funding limit per course, Book reimbursement limit per course,  
 Individual funding limit per year, and Funds remaining per FY

You can only submit a SF 1034 for classes that already have an approved SF 182  
 Click on SF 1034

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**AAPDS** ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMIS

ATAP Program Info Planned/Enrolled Course History

ATAP Program Information: [ATAP Home Page](#) [SF 182 Submission Instructions](#) [SF 1034 Submission Instructions](#) [ATAP Status Submission Instructions](#)

Course Number	Title	Provider	Status	Start Date	End Date	Checks Form	Form Completed
MATH 101	Basic Math 101	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034 Approved	SF 182
MATH 102	Basic Math 102	A T E S TECHNICAL INSTITUTE	PLANNED	08/08/2008	10/10/2008	SF 1034	
ENG201	English Advanced	A R T TECHNICAL COLLEGE	PLANNED	08/08/2008	10/10/2008	SF 182	
ENG202	English Advanced 2	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034	SF 182
ENG102	English Basics 2	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034	SF 182
MGT 430	MGT 430 - Business, Government, and Society	SAINT LEO UNIVERSITY	ENROLLED	03/31/2008	05/24/2008	SF 1034	
SF 182	SF 182 Issue	A T E S TECHNICAL INSTITUTE	ENROLLED	03/28/2008	05/28/2008	SF 1034	
TEST 2	Test Course 3	A T E S TECHNICAL INSTITUTE	PLANNED	01/10/2007	05/02/2007	SF 182	
TC 101	TestCourse 1	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/2007	03/01/2007	SF 1034	
11456	testCourse 4	A T E S TECHNICAL INSTITUTE	ENROLLED	09/25/2007	12/05/2007	SF 1034	00 1000

For PDF versions of Official DoD forms visit the [DoD Forms Management Program](#).

Please contact the ATAP Coordinator at [linkeds@sa@ba.army.mil](mailto:linkeds@sa@ba.army.mil) if you require any changes to this information.

Planned courses are approved courses in your iDP for which you requested ATAP funding. After you submit your SF 182, the status will be changed to "Enrolled".

\*\* Indicates courses that were included in your application packet.

Career Acquisition Personnel and Position Management Information System (CAPPMIS)

Check the books option. You must submit for reimbursement of books only.

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**AAPDS** ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMIS

SF 1034 Page 1

1. What are you requesting reimbursement for?

Books  
 Tuition  
 Books & Tuition

Next Page

Career Acquisition Personnel and Position Management Information System (CAPPMIS)

Fill out the required fields, attach your receipt and Click submit.

**Important Points:**

\*You will only be able to submit up to \$150 for books

\*You may only attach one document so the ideal method is to scan your receipt(s) into a .pdf.

\*If you fill out part of the form and want to submit later, you also have the option to Save or Save and Exit.

The screenshot shows a web browser window displaying the AAPDS (Army Acquisition Professional Development System) interface. At the top, a banner reads "This is only a test server, this is not real data." Below this is the AAPDS logo and the text "ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM". The navigation menu includes "Home", "Help", "Logout", and "Return to CAPPMIS". The main content area is titled "SF: 1034 Page 2" and "REQUEST FOR BOOK REIMBURSEMENT FOR: RA TN 101 - Basic Math 101 (7NG005912SL145)". The form contains the following fields:

- 1. HOW MANY BOOKS DID YOU PURCHASE?: 2
- 2. WHAT WAS THE TOTAL COST OF YOUR BOOKS?: \$111.00 (with a note "\$111.00 maximum")
- 3. ON WHAT DATE DID YOU PURCHASE YOUR BOOKS?: 04/12/2008
- 4. ORGANIZATION MAILING ADDRESS:
  - Organization: ASC FORT BELVOIR
  - Street: 5900 Belvoir Road
  - City: Fort Belvoir
  - State: VA
  - Zip: 23433
- 5. UPLOAD RECEIPT(S): c://scott.greene1034 (with a "Browse..." button and the note "TXT, DOC, PDF documents only")
- 6. COMMENTS (Please enter in any additional information that you feel the Tuition Coordinator may need):

At the bottom of the form are buttons for "Submit", "Save", "Save and Exit", and "Cancel". A legend indicates that a red dot next to a field name indicates a required field.

Footer text: Career Acquisition Personnel and Position Management Information System (CAPPMIS)

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# AAPDS

## ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMIS

**Alert**  
 SF1034 was updated and submitted successfully.

ATAP Program Info Planned Enrolled Course History

ATAP Program Information: [ATAP Home Page](#) [SF 182 Submission Instructions](#) [SF 1034 Submission Instructions](#) [ATAP Grade Submission Instructions](#)

Course Number	Title	Provider	Status	Start Date	End Date	Create Form	Form Completed
MATH 101	Basic Math 101	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034 Submitted	SF 182
MATH 102	Basic Math 102	A T E S TECHNICAL INSTITUTE	PLANNED	08/08/2008	10/10/2008	SF 1034	
ENG201	English Advanced	A R T TECHNICAL COLLEGE	PLANNED	08/08/2008	10/10/2008	SF 182	
ENG202	English Advanced 2	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 182	
ENG102	English Basics 2	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034	SF 182
MGT 430	MGT 430 - Business, Government, and Society	SAINT LEO UNIVERSITY	ENROLLED	03/31/2008	05/24/2008	SF 1034	
SF 182	SF 182 Issue	A T E S TECHNICAL INSTITUTE	ENROLLED	03/28/2008	05/28/2008	SF 1034	
TEST 2	Test Course 3	A T E S TECHNICAL INSTITUTE	PLANNED	01/10/2007	05/02/2007	SF 182	
TC 101	TestCourse 1	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/2007	03/01/2007	SF 1034	
11456	testCourse 4	A T E S TECHNICAL INSTITUTE	ENROLLED	09/25/2007	12/05/2007	SF 1034	DD 1558

For PDF versions of Official DoD forms visit the [DoD Forms Management Program](#)

Please contact the ATAP Coordinator at [timothy.ahaa@us.army.mil](mailto:timothy.ahaa@us.army.mil) if you require any changes to this information.

Planned courses are approved courses in your IDP for which you requested ATAP funding. After you submit your SF 182, the status will be changed to "Enrolled".

\*\* Indicates courses that were included in your application packet.

Career Acquisition Personnel and Position Management Information System (CAPPMIS)

CAPPMIS :: AAPDS v4.1.11 :: Last Updated: 4/10/2008

The create forms will change from a "SF 1034" to a blacked out "SF 1034 Submitted". Once the form is approved by USAASC, it will change the title to "SF 1034 Approved." This will also send you an email notifying you that it has been processed and sent to DFAS for payment. Expect payment within 4-5 weeks after you receive this email.

This is only a test server, this is not real data.

# AAPDS

## ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMIS

ATAP Program Info Planned Enrolled Course History

ATAP Program Information: [ATAP Home Page](#) [SF 182 Submission Instructions](#) [SF 1034 Submission Instructions](#) [ATAP Grade Submission Instructions](#)

Course Number	Title	Provider	Status	Start Date	End Date	Create Form	Form Completed
MATH 101	Basic Math 101	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034 Approved	SF 182
MATH 102	Basic Math 102	A T E S TECHNICAL INSTITUTE	PLANNED	08/08/2008	10/10/2008	SF 1034	
ENG201	English Advanced	A R T TECHNICAL COLLEGE	PLANNED	08/08/2008	10/10/2008	SF 182	
ENG202	English Advanced 2	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 182	
ENG102	English Basics 2	A T E S TECHNICAL INSTITUTE	ENROLLED	08/08/2008	10/10/2008	SF 1034	SF 182
MGT 430	MGT 430 - Business, Government, and Society	SAINT LEO UNIVERSITY	ENROLLED	03/31/2008	05/24/2008	SF 1034	
SF 182	SF 182 Issue	A T E S TECHNICAL INSTITUTE	ENROLLED	03/28/2008	05/28/2008	SF 1034	
TEST 2	Test Course 3	A T E S TECHNICAL INSTITUTE	PLANNED	01/10/2007	05/02/2007	SF 182	
TC 101	TestCourse 1	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/2007	03/01/2007	SF 1034	
11456	testCourse 4	A T E S TECHNICAL INSTITUTE	ENROLLED	09/25/2007	12/05/2007	SF 1034	DD 1558

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Career Acquisition Personnel and Position Management Information System (CAPPMIS)

CAPPMIS :: AAPDS v4.1.11 :: Last Updated: 4/10/2008