

Army Acquisition Professional Development System (AAPDS) Instructions

How to create and submit your SF 182s

Log into CAMP: <https://rda.altess.army.mil/camp/>

Click on CAPP MIS

Click AAPDS

Log into your Student module

QUICK GUIDE

STEP 1: Have your courses listed properly in your IDP and approved by your Supervisor

- *Click IDP tab within CAPP MIS
- *Course listed in the Education Plan section of the IDP
- *Status listed as Planned
- *Ensure SOC is listed as 'Planned Funding Source'
- *Approved by Supervisor

Note: once you have a course listed as approved in your IDP, do not change the dates again in the IDP. Change the dates in the AAPDS system when submitting an actual SF 182. The system will allow you to change the dates there (this will avoid having to have your Supervisor reapprove the IDP).

STEP 2: Create SF 182

- *Click AAPDS tab within CAPP MIS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the SF 182 icon for the next class you want to take (in the Create Forms column). **If class isn't displayed, then see Step 1 and get the course listed properly in your IDP.**
- *Fill out online SF 182 form. It will automatically populate a lot of the necessary information, pulling info from your IDP as well as your ACRB. You only need to fill out the required fields though you can fill in the rest if you like (however, they are not mandatory). Fields with the brown arrow are required. The system will enforce the SOC funding limits based upon which degree program (Bachelors or Masters) you are enrolled.
- *Once you submit the SF 182, you will get an email confirmation (also courtesy copied to your supervisor). When the SF 182 is funded and uploaded back to AAPDS, you will receive another email notification.
- *REMINDER: the online SF 182 submission bypasses the supervisor and routes directly to the SOC Training Manager. Your Supervisor's name and phone number must be typed in the supervisor block; however, supervisor's signature is not required. The only two signatures on any future SF 182s will be the SOC Training Manager and the Resource Manager.

*When student submits a SF 182, the status stays as 'Planned' until it is approved; however, the option to click 'SF 182' disappears. The option for SF 182 will appear in the 'Forms Completed' column when it is funded and uploaded to the system.

STEP 3: Retrieve funded SF 182

- *Wait until USAASC apply funds
- *You will receive an email notification that the SF 182 is loaded into AAPDS
- *Click AAPDS tab within CAPPMS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the SF 182 icon for the course in the 'Forms Completed' Column.
- *A fully funded SF 182 .pdf will open. You may print, email or fax this document to your school budget point of contact. SOC participants are responsible for getting the funded SF 182 to their school.

SCREEN SNAPSHOTS

<https://rda.altess.army.mil/camp/> (CAMP/CAPPMIS webpage)

Have your IDP listed properly AND approved by your Supervisor

Edit Education Course

NOTE: Please complete all the required fields below. You are on item 1/1

Course ID: MGT 560 Ex. ECON 101, MGMT 201

Course Title: ETHICAL ISSUES IN BUS/SOCIETY

Projected Start: 05/31/2008 mm/dd/yyyy

Projected End: 07/26/2008 mm/dd/yyyy

Status: Planned

Provider: MARYMOUNT UNIV, VA

Objective:

Point of Contact:

CL Points Requested: 30 10 points per credit hour

Estimated Book Cost: 0 whole dollars only, no commas, decimal points, or \$

Estimated Tuition Cost: 0 whole dollars only, no commas, decimal points, or \$

Planned Funding Source: ATAP Select ONLY if you are planning to apply for ATAP, AETE or CP-14 programs through the Army Acquisition Professional Development System (AAPDS)

Save and Finish >> Cancel

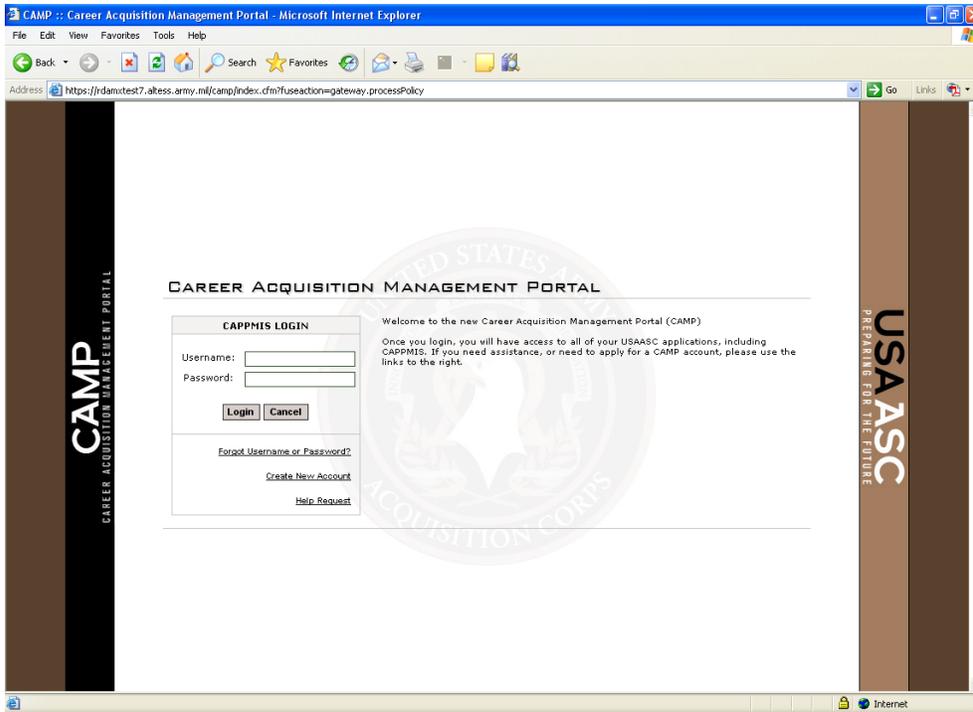
Security/Privacy System Requirements DOD Computer User Text Links ATRRS/AITAS Video Help

*For the AAPDS to work, you must have your courses listed properly in your IDP:

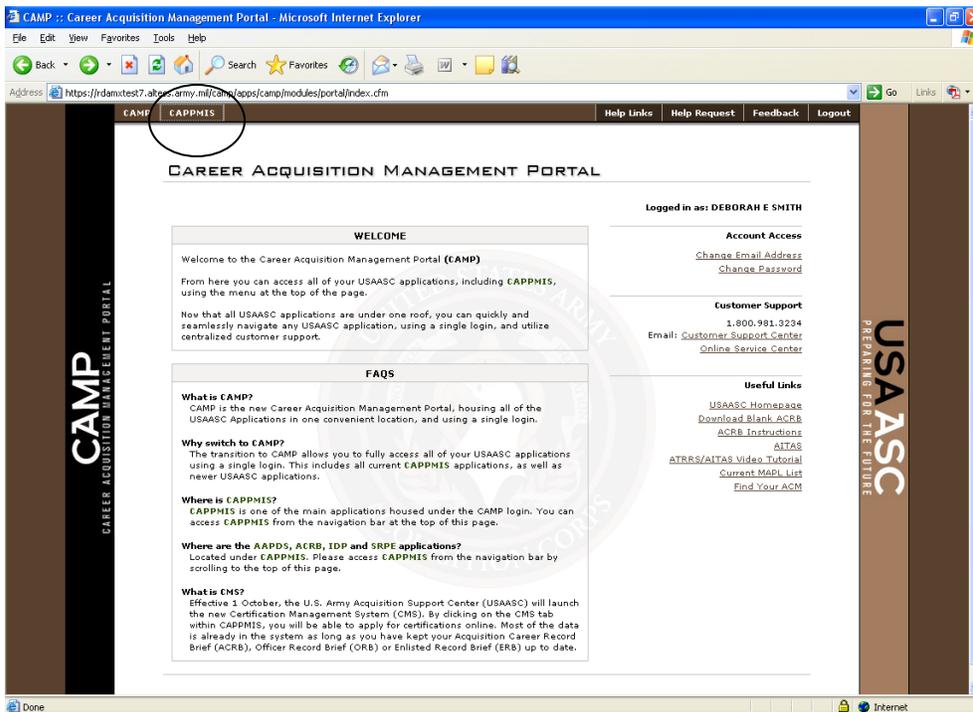
1. Be in the Education Plan Section of the IDP
2. Listed as Planned/Enrolled
3. AETE or SOC listed as the Planned Funding Source

*Have your Supervisor approve this course and/or any changes you make to it (SEE EXAMPLE ABOVE)

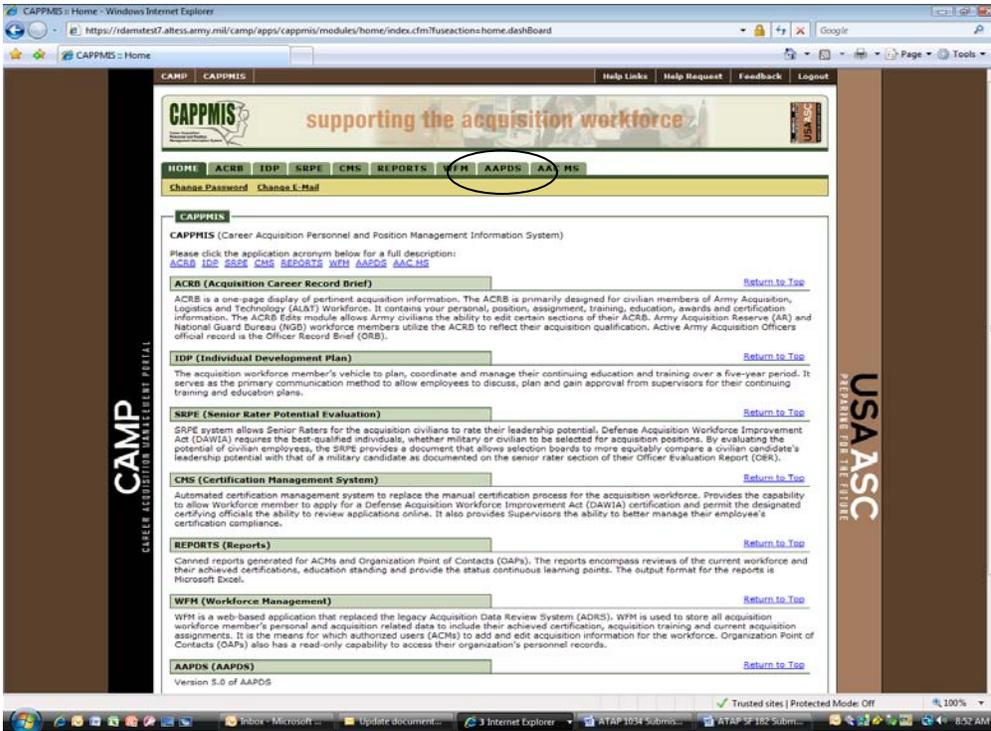
*If there are course changes to the curriculum, a new class must be added and approved by the supervisor in the IDP. Do not edit a class that is already approved on the IDP.



Log into CAMP



Once logged into CAMP, click CAPPMS



Click on AAPDS (Army Acquisition Professional Development System)



Click on Student Module to access your account

The screenshot shows the CAPPMS web application interface. The main content area displays the 'ATAP Program Information' section. It includes a table with the following data:

Program Information	Fiscal Year	Allocated Tuition Dollars for Fiscal Year	Tuition Dollars Remaining for Fiscal Year
Program Status: ACTIVE Program Type: Masters Program End Date: 09/30/2010 Tuition Funding Limit Per Course: \$2,050.00 Book Funding Limit Per Course: \$150.00	2010	\$ 500.00	\$ 175.00

Below the table, there are several links: [ATAP Homepage](#), [SF182 Submission Instructions](#), [SF1034 Submission Instructions](#), [ATAP Grade Submission Instructions](#), and [ATAP Billing Instructions](#). A note states: 'Please contact the Coordinator () at if you require any changes to this information'. At the bottom, there is a link for 'DoD Forms Management Program' and a footer with 'Security/Privacy', 'System Requirements', 'DOD Computer User', 'Text Links', and 'ATRRS/AITAS Video Help'.

On this page you can view your SOC Program information

- Program Type (Bachelors or Masters)
- Program End Date (according to what you had on your SOC application)
- Funding limit per course
- Book reimbursement limit per course
- Tuition amount remaining per FY (this number changes once the SOC Training Manager approves an SF 182)

CAPPMS supporting the acquisition workforce

HOME ACRB IDP IDP ADMIN SRPE CMS ITARS REPORTS WFM AAPDS AAC MS

Home Apply Supervisor Review Student Module Review Board Module Event Setup Event Review Student Manager Module
Resource Manager Module Admin Module Read Only Applications SF1034 Logs

Student Program Information
[ATAP](#) [Student Loan Repayment](#) [Planned/Enrolled](#) [Course History](#)

ATAP Planned / Enrolled

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

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
CAMP101	CAMP Demo 101 (ATAP)	AERO-SPACE INSTITUTE	PLANNED	03/03/10	03/31/10	SF182 Pending Cancellation	
KAS 102	Kims Test Course2	ADELPHI UNIV	PLANNED	02/27/10	03/18/10	SF 182	
KAS 103	Kims Test Course3	ACADEMIC NORTH CHURCH	PLANNED	04/03/10	04/15/10	SF 182	
KAS 201	Kims Test Course 201	AEROTECH CHEYENNE	ENROLLED	03/03/10	03/27/10	SF 1034 Submitted	SF 182
KAS 201	Another Test 2	A. R. T. TECHNICAL COLLEGE	ENROLLED	03/02/10	03/31/10	SF 1034 Submitted	SF 182
test econ	econ 101	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/10	01/30/10	SF 182 Submitted	SF 1034 Approved

Please contact the Coordinator () at if you require any changes to this information

[ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#) - [ATAP Billing Instructions](#)

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

Security/Privacy System Requirements DOD Computer User Text Links ATRRS/AITAS Video Help

- Click on **Planned/Enrolled** to view the SOC courses you are currently in or plan to take
- On this page, you can generate a SF 182 and submit for funding. The SF 1034 (as detailed in the 1034 Submission Instructions) can be created here.
- To create and submit a SF 182 for a new course, click on the 'SF 182' icon (circled above) for the course you are planning on taking. The next three screens will show you what it looks like to fill in the online SF 182 form for a course. The example used is KAS 102 (as listed above)
- Click on SF 182 for KAS 102

Windows Internet Explorer
 https://damutes7.altes.army.mil/camp/apps/cappmis/modules/asps/index.cfm?useaction=FormManagement.createSF182&type=sf182&ccid=32E3CDF
 CAPPMS : Army Acquisition Professional Development System

Create SF182

SF182 for KAS 102 - Kims Test Course2

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency Code Subelement

B. Request Status: 1-Initial

SECTION A - TRAINEE INFORMATION

1. Name: AKINS CORY
 2. Social Security Number: XXX-XX-2407
 3. Date of birth: 02/04/1984
 4. Home Address: 456 MAIN STREET, CHRISTIANBURG, FL 32192
 5. Home Telephone Number: (540) 427-1378
 6. Position Level: a. Non-Supervisory
 7. Organization Mailing Address: Street: asdf, City: asdf, State: AP, Zip: 24084
 8. Office Telephone Number: (777) 777-7878
 9. Work Email Address: will.nester@us.army.mil
 10. Position Title: PROGRAM MANAGER
 11. Do you need special accommodation? No - If yes, please describe:
 12. Type of Appointment: -- Please Select --
 13. Education Level: Bachelor's Degree
 14. Pay Plan: YC
 15. Series: 0343
 16. Grade: 03
 17. Step: 00

SECTION B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor: Name: ADELPHI UNIV, Street: asdfds, City: asdf, State: AP, Zip: 23455
 1b. Location of Training Site: Street: asdfds, City: asdf, State: AP, Zip: 23455
 check if same as school
 1c. Vendor Telephone Number
 1d. Vendor Email Address
 2a. Course Title: Kims Test Course2

CAMP
 USASCO
 MANAGER TRAINING

Done
 CAPPMS : Army Acquisition Professional Development System - Windows Internet
 100%

Here you have the top of the form. It pre-populates much of the form for you based upon information from civilian personnel (mDCPDS), your IDP, and your ACRB. You need to verify the information it pre-populates as well as you are required to populate the fields with the brown arrows. Some of the pre-populated fields you cannot edit through AAPDS (such as your home address, name, SSN, etc.). You will have to go into your ACRB to edit them or contact the SOC Training Manager.

SECTION B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor
 Name: ADELPHI UNIV
 Street: asdfds
 City: asdf
 State: AP
 Zip: 23455

1b. Location of Training Site
 check if same as school
 Street: asdfds
 City: asdf
 State: AP
 Zip: 23455

1c. Vendor Telephone Number
 1d. Vendor Email Address

2a. Course Title: Kims Test Course2
 2b. Course Number Code: KAS 102 (i.e. ENG 101)

3. Training Start Date: 02/27/2010
 4. Training End Date: 03/18/2010

5. Training Duty Hours: 0
 6. Training Non-Duty Hours

7. Training Purpose Type: Please Select
 8. Training Type Code: None
 9. Training Sub-Type Code: --
 10. Training Delivery Type Code: Please Select
 11. Training Designation Type Code: Graduate Credit
 12. Training Credit: # of Credit Hours
 13. Training Credit Type Code: Semester Hours

14. Training Accreditation Indicator: YES
 15. Training Service Agreement Required Indicator: N/A
 16. Continued Service Agreement Expiration Data: N/A
 17. Training Source Type Code: Please Select
 18. Training Objectives (250 characters maximum):

SECTION C - COST AND BILLING INFORMATION

1. Direct Costs Chargeable
 a. Tuition and Fees: \$ 0.00
 b. Books and Material Costs: \$ 0.00
 c. Total: \$ 0.00

2. Indirect Costs Chargeable
 a. Travel: \$ 0.00
 b. Per Diem: \$ 0.00
 c. Total: \$ 0.00

3. Total Training Non-Government Contribution Cost

4. Document/Purchasing Order Requisition Number

Supervisor: KIMS CORY - (773) 777-7878 - will.nes@us.army.mil
 Comments: Enter any comments, requests, urgencies that you may require.

Buttons: Save, Submit, Cancel

This is the middle section of the SF 182 form. In this section, you are required to enter your work address, training objectives, and your school's address.

SECTION B - TRAINING COURSE DATA

4. Training End Date: 03/18/2010
 5. Training Duty Hours: 0
 6. Training Non-Duty Hours

7. Training Purpose Type: Please Select
 8. Training Type Code: None
 9. Training Sub-Type Code: --
 10. Training Delivery Type Code: Please Select
 11. Training Designation Type Code: Graduate Credit
 12. Training Credit: # of Credit Hours
 13. Training Credit Type Code: Semester Hours

14. Training Accreditation Indicator: YES
 15. Training Service Agreement Required Indicator: N/A
 16. Continued Service Agreement Expiration Data: N/A
 17. Training Source Type Code: Please Select
 18. Training Objectives (250 characters maximum):

SECTION C - COST AND BILLING INFORMATION

1. Direct Costs Chargeable
 a. Tuition and Fees: \$ 0.00
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 c. Total: \$ 0.00

2. Indirect Costs Chargeable
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3. Total Training Non-Government Contribution Cost

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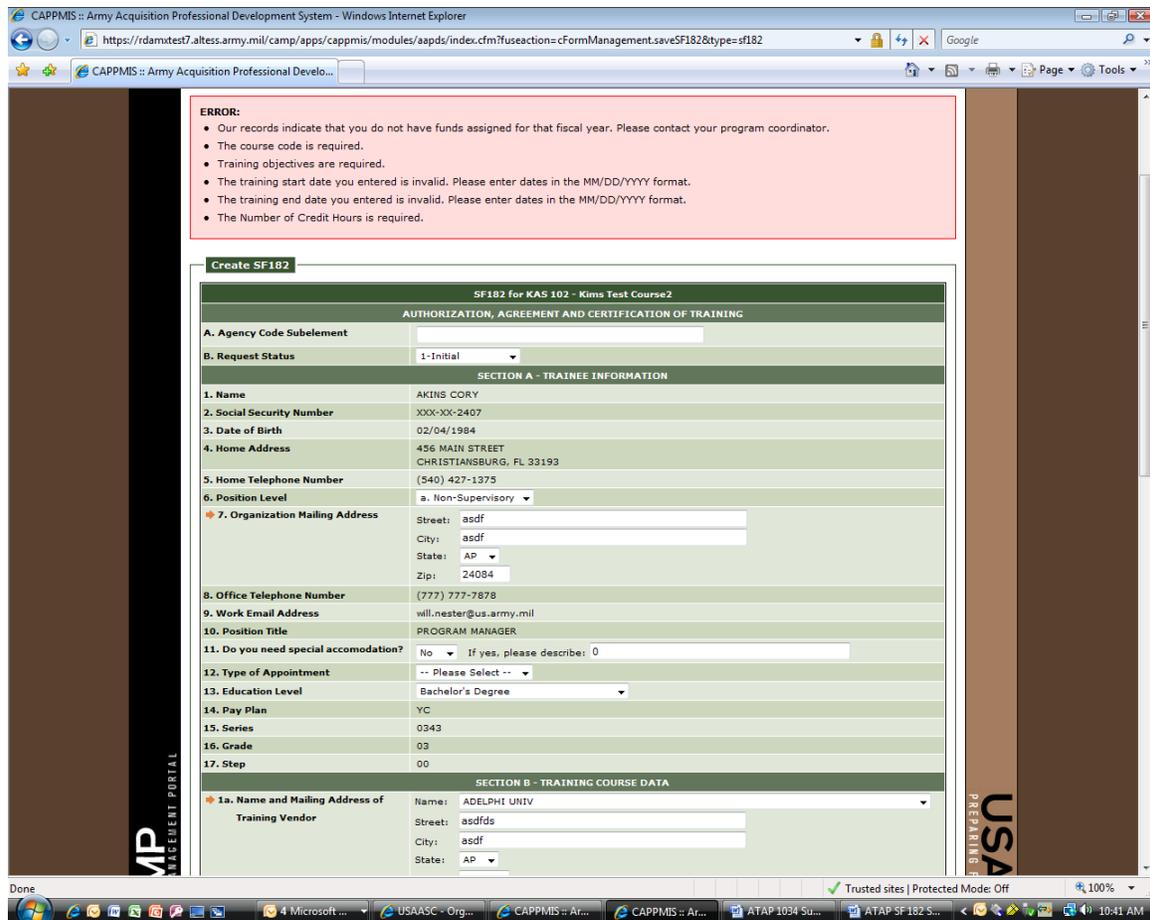
Supervisor: KIMS CORY - (773) 777-7878 - will.nes@us.army.mil
 Comments: Enter any comments, requests, urgencies that you may require.

Buttons: Save, Submit, Cancel

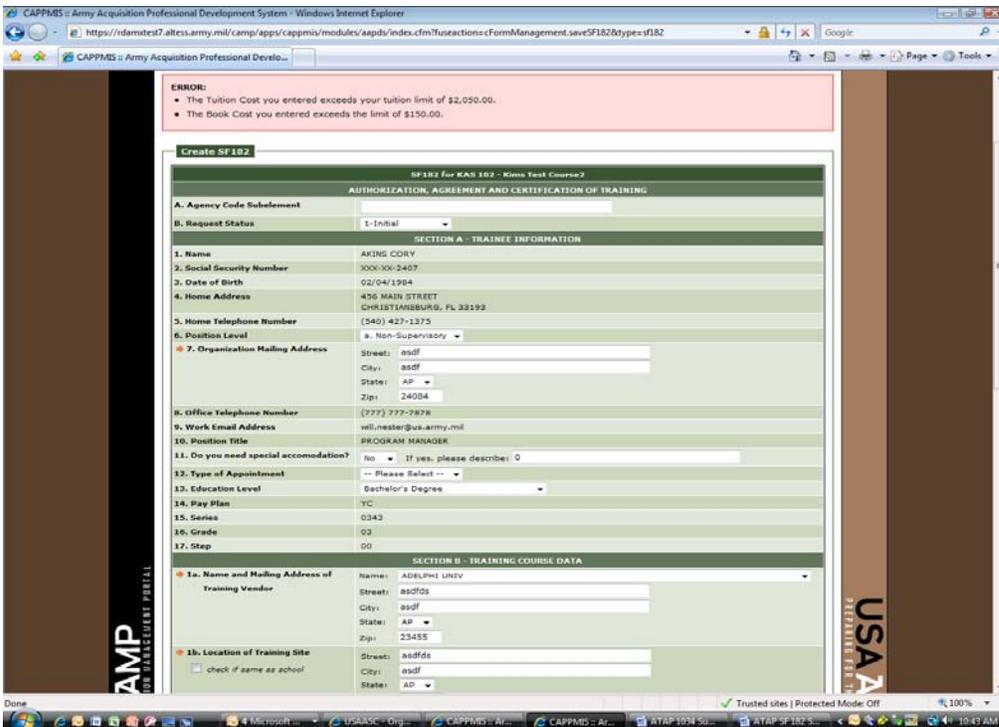
Callouts: 1 points to 'Save', 2 points to 'Submit', 3 points to 'Cancel'

You may either you may save and come back later (1), submit the form once you have completed everything (2), or you may cancel what you have been working on and return to the previous screen (3).

You need to ensure that you list the exact start/complete dates as well as the accurate Tuition and Book amounts. It will prompt you upon submitting if you have any errors and/or you have exceeded the funding limits for your program (see examples below). You must fix these errors, before you are allowed to submit.

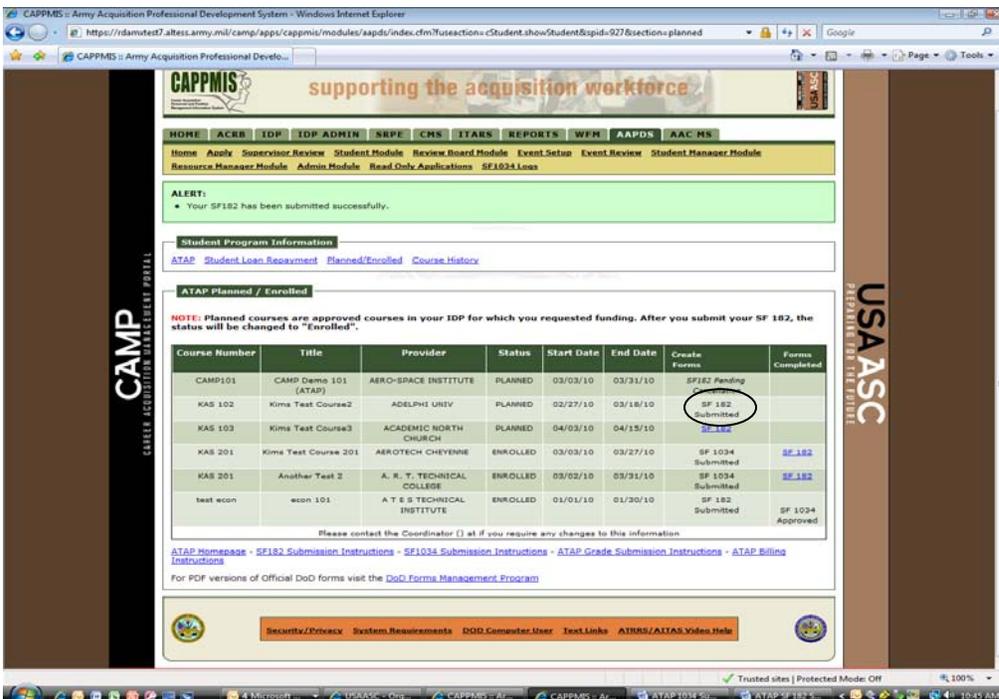


(Example of error you are given if you do not populate certain mandatory fields: this error appeared because several required fields were not filled out)



(Example: when you click submit form, it will prompt you to verify the costs and dates. If the displayed costs are incorrect, click cancel and correct them on the form).

After you click OK, it will take you back to your Planned/Enrolled course page (next screen). Upon submitting the SF 182, it will send you a confirmation email as well as courtesy copy your Supervisor. The email is courtesy copied to your Supervisor to keep him/her informed of your educational pursuits funded by USAASC.



You will see that the KAS 102 course has been updated to reflect SF 182 submitted (circled above). That will remain the status until USAASC Budget office funds the SF 182.

CAPPMS supporting the acquisition workforce

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ALERT:

- Your SF182 has been submitted successfully.

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Security/Privacy System Requirements DOD Computer User Text Links ATRRS/AITAS Video Help

- *After your SF 182 is approved by our Resource Management office you will receive an email and the SF 182 will be available for you to retrieve from AAPDS.
- *A new icon of 'SF 182' will be displayed in 'Forms Completed' column
- *Click on SF 182 and it will open your .pdf. This document is what needs to be submitted to your school's billing office.