

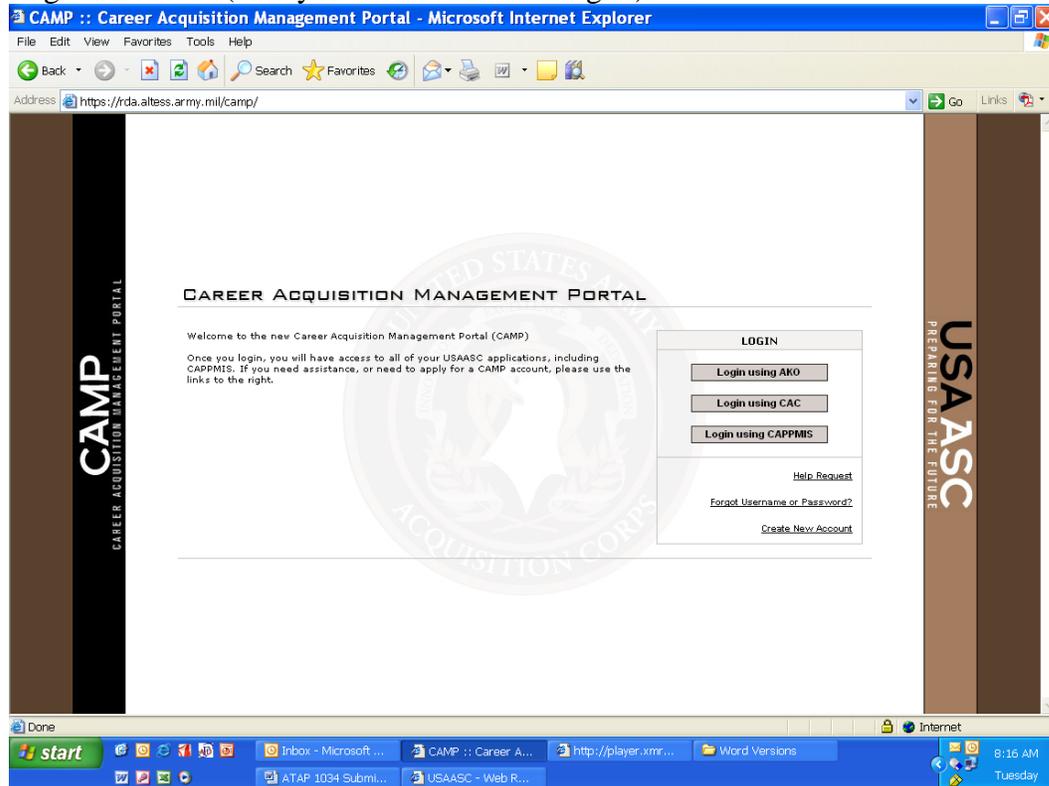
1034 Submission Process

Note: SF 1034s can only be submitted after the posted course end date on the SF 182.

Steps:

1. Log in to CAMP SITE (<https://rda.altess.army.mil/camp/>)
2. Click on CAPPMIS
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 ATAP Coordinator or the Resource Manager
11. Once approved, you will receive an email notifying you of the expected DFAS payment timeline

Log into CAMP (now you can use CAC to log in)



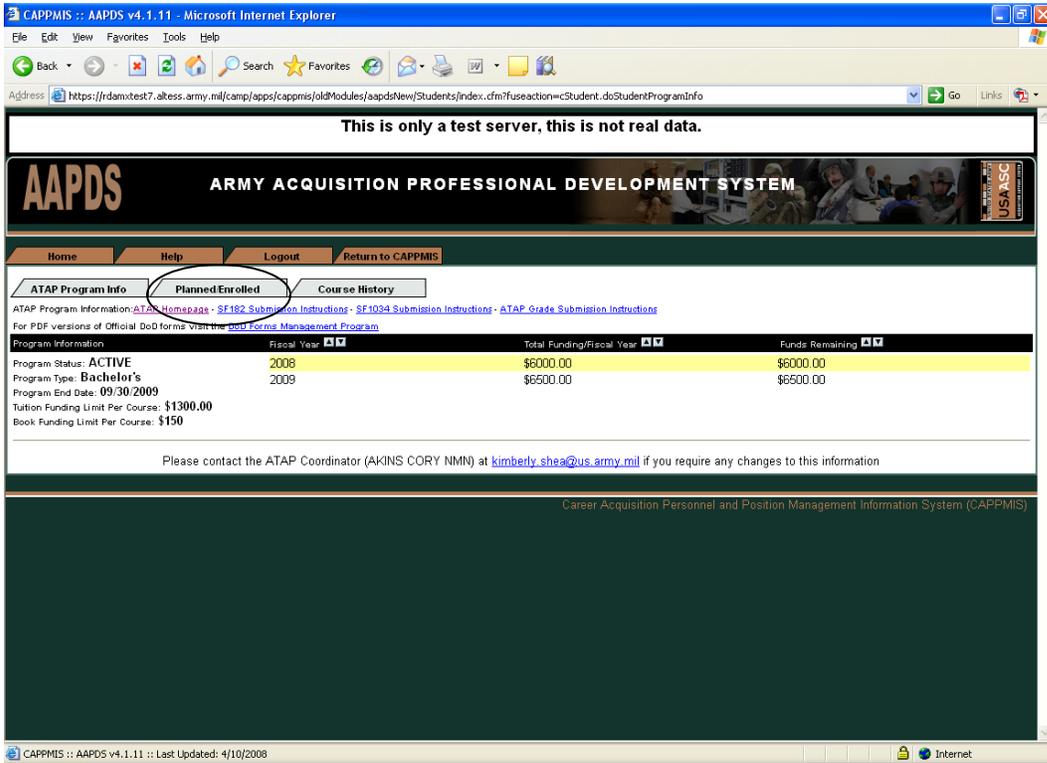
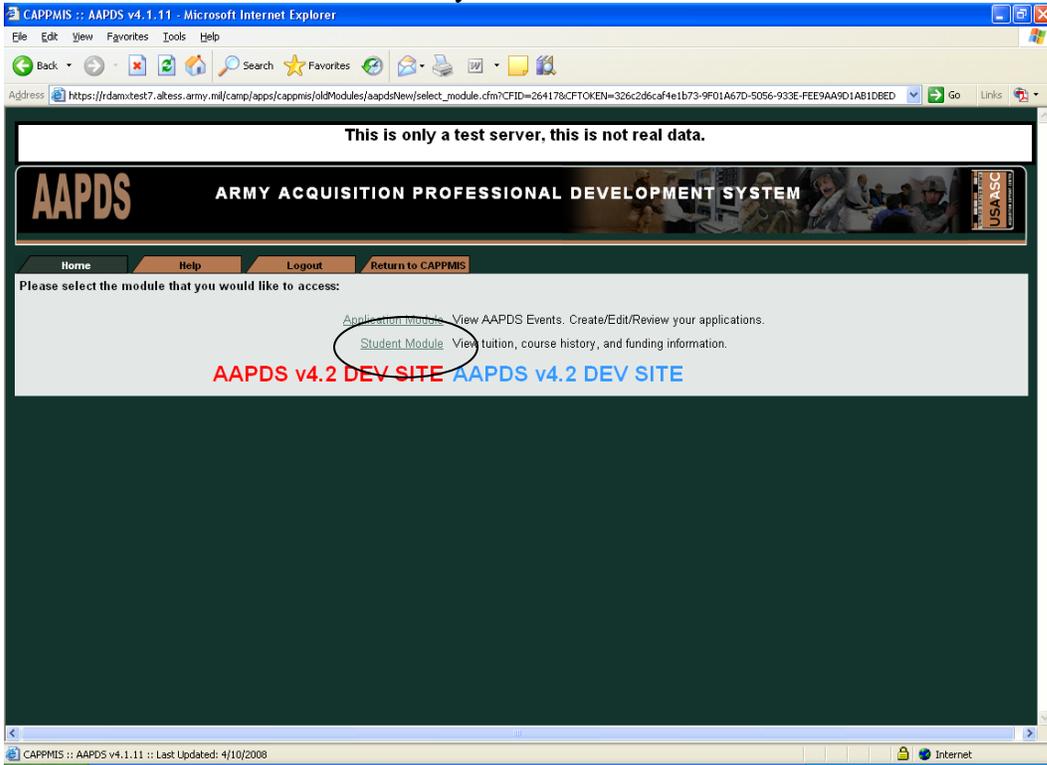
Click on CAPPMIS

Click on CAPPMIS

Click on AAPDS

Click on AAPDS

Click on Student Module to access your account



On this page you can view your ATAP 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

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

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPP MIS

ATAP Program Info Planned Enrolled Course History

ATAP Program Information: [ATAP Homepage](#) - [SF 182 Submission Instructions](#) - [SF 1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#)

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms 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 182	
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	
II456	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 kimberly.chea@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 (CAPP MIS)

CAPP MIS :: AAPDS v4.1.11 :: Last Updated: 4/10/2008

Check which option applies to you. You will only submit for books unless you are one of the very few preapproved to submit for anything else other than books.

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AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPP MIS

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 (CAPP MIS)

CAPP MIS :: AAPDS v4.1.11 :: Last Updated: 4/10/2008

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.

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AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

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SF 1034 Page 2
REQUEST FOR BOOK REIMBURSEMENT FOR: MATH 101 - Basic Math 101 (TNGGRE0125L145)

1. HOW MANY BOOKS DID YOU PURCHASE? • 2

2. WHAT WAS THE TOTAL COST OF YOUR BOOKS? • \$111.00 \$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 Browse... TXT, DOC, PDF documents only

6. COMMENTS (Please enter in any additional information that you feel the Tuition Coordinator may need)

Submit Save Save and Exit Cancel

• indicates a required field

Career Acquisition Personnel and Position Management Information System (CAPPMS)

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

CAPPMS :: AAPDS v4.1.11 - Microsoft Internet Explorer

Address: https://damtest7.altes.army.mil/camp/apps/cappms/oldModules/aapdsNew/Students/index.cfm?fuseaction=cStudent.doStudentPlannedCourses&aler=SF1034%20was%20submitted%20

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

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMS

Alert

- SF1034 was updated and submitted successfully.

ATAP Program Info Planned Enrolled Course History

ATAP Program Information: [ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#)

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MATH 102	Basic Math 102	A T E S TECHNICAL INSTITUTE	PLANNED	08/08/2008	10/10/2008	SF 182	
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		
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	05/26/2008	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	
III456	testCourse 4	A T E S TECHNICAL INSTITUTE	ENROLLED	09/25/2007	12/05/2007	SF 1034	DD 1556

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

Please contact the ATAP Coordinator at kimberly.zhea@us.army.mil if you require any changes to this information.

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CAPPMS :: 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.

CAPPMS :: AAPDS v4.1.11 - Microsoft Internet Explorer

Address: https://damtest7.altes.army.mil/camp/apps/cappms/oldModules/aapdsNew/Students/index.cfm?fuseaction=cStudent.doStudentPlannedCourses

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AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMS

ATAP Program Info Planned Enrolled Course History

ATAP Program Information: [ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#)

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MATH 102	Basic Math 102	A T E S TECHNICAL INSTITUTE	PLANNED	08/08/2008	10/10/2008	SF 182	
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		
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	05/26/2008	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	
III456	testCourse 4	A T E S TECHNICAL INSTITUTE	ENROLLED	09/25/2007	12/05/2007	SF 1034	DD 1556

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