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# U.S. Army Acquisition Support Center (USAASC) Acquisition Tuition Assistance Program (ATAP) Fall 2011 Announcement

Opening Date: July 15, 2011

Closing Date: August 31, 2011

ATAP Review Process: on/about September 16, 2011

Notifications sent to applicants: mid-September 2011

Classes to start no earlier than October 1, 2011

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The United States Army Acquisition Support Center (USAASC) is pleased to announce the Fall 2011 offering of the ATAP. The USAASC will sponsor students based on the availability of funds to participate in the program. Information about the program, eligibility requirements and the application process are listed below. The ATAP provides funding that enables all eligible civilian and Military Occupational Specialty (MOS) 51C Noncommissioned Officers (NCOs) Acquisition, Logistics and Technology (AL&T) workforce members to obtain required business hours, bachelor's degrees, or master's degrees.

## **General Program Information**

The Deputy Director, Acquisition Career Management, is responsible, by law, for the education, training and career progression of MOS 51C NCOs, AAC and AL&T workforce members.

The ATAP is a needs-based program, meaning that the USAASC shall ensure that individuals who MUST attain Defense Acquisition Workforce Improvement Act (DAWIA) educational requirements as stated in DoD 5000.52M are afforded the opportunity to apply for the ATAP. Individuals may attend the accredited institution of their choice that is within their local commuting area or provides web-based programs. MOS 51C NCOs (E5 thru E9) are only allowed to take courses funded by ATAP during non-duty hours. The ATAP funding will cover tuition costs within specified funding limits including lab and technology fees which are considered as part of the cost of the course. Travel expenses are not funded by the ATAP. Effective October 1, 2011 ATAP will no longer fund the cost of books and materials. These costs will be the responsibility of the ATAP participant and/or his/her organization.

## **Who May Apply**

The ATAP is available to MOS 51C NCOs, AAC and AL&T workforce members. There are three general programs: a) required business hours for certification/AAC membership or the calculus credit for the Business-Cost Estimating acquisition career field; b) bachelor's degree; or c) master's degrees.

Applicants must apply for programs either within their acquisition career field or from another acquisition related discipline. MOS 51C NCOs can apply for required business hours for certification or a bachelor's degree. Acquisition related disciplines include accounting, business, finance, economics, industrial management, marketing, purchasing, acquisition law, contracts, quantitative methods, and organization management.

Business Hour/Calculus applicants must:

- Be a civilian member or MOS 51C NCO of the AL&T workforce
- Be accepted to an accredited school (**Conditional letters of acceptance will NOT be accepted**)
- Apply for up to 24 required business hours in an acquisition related discipline
- Meet all of the requirements as outlined in the [Army's ATAP Policy](#)

Undergraduate (bachelor's only) applicants must:

- Be a civilian member or MOS 51C NCO of the AL&T workforce
- Be certified for his/her position and level (except for MOS 51C NCOs and acquisition civilians in C, S, T, W, or P acquisition career fields)
- Be accepted to an accredited school (**Conditional letters of acceptance will NOT be accepted**)
- Apply for a bachelors degree in an acquisition discipline and include at least 24 hours in an acquisition related discipline and include 12 business hours in a business degree program; or be in a business degree program; or apply for a program in his/her acquisition career field
- Meet all of the requirements as outlined in the [Army's ATAP Policy](#)

Graduate applicants must:

- Be a civilian member of the AL&T workforce
- Be at least a GS-11 or higher or broadband/pay band equivalent
- Be certified for his/her position and level with a minimum level two certification
- Be accepted to an accredited school (**Conditional letters of acceptance will NOT be accepted**)
- Apply for a master's degree in an acquisition, business, or acquisition career field discipline
- Meet all of the requirements as outlined in the [Army's ATAP Policy](#)

## **How to Apply**

The application process is located online in the Army Acquisition Professional Development System (AAPDS). To access AAPDS, log into the [Career Acquisition Management Portal \(CAMP\)](#) and click on Career Acquisition Personnel and Position Management Information System (CAPP MIS). Once in CAPP MIS, click the "AAPDS" tab, click the "Apply" tab, then click the "Apply" link next to the "Fall 2011 Acquisition Tuition Assistance Program (ATAP) Announcement."

Applicants must submit the following documents and/or information in AAPDS:

- 1) **Resume**: The resume is limited to 10,000 characters, MUST include current job duties, and prepared using the Resumix format.
- 2) **Individual Development Plan (IDP) Academic Plan**: Each individual course requiring ATAP funding must first be entered on the IDP as "Planned" and must be approved by your supervisor. Applicants should pay particular attention to the proper fiscal year (FY) dates for curriculum funding. The ATAP funding year runs concurrently with the fiscal year (Oct. 1 - Sept. 30). Applicants MUST choose ATAP as the Planned Funding Source for each course listed in their IDP. Applicants MUST show the exact tuition cost for each class on the IDP. Applicants MUST ensure that requested degree and/or required courses are acquisition or business related. The [Certification & Core Plus Development Guides](#) on Defense Acquisition University *icatalog* located at <http://icatalog.dau.mil/> will provide more information on educational and certification requirements within acquisition career fields.

All courses on an application MUST start on or after October 1, 2011. The ATAP will not provide funding for courses starting before this date for students accepted under this application. Applications with outdated course dates or no tuition amounts listed on the IDP will be returned if time allows. If an application is submitted with outdated course dates or no tuition amounts listed on the IDP and time does not allow for a resubmission, the application will not go before the Final Review Board.

Classes listed on the IDP will only feed into the AAPDS application if:

- a) The courses are listed in the Education Plan section.
  - b) The status of the courses is listed as "Planned."
  - c) ATAP is listed as the Planned Funding Source.
  - d) The courses on the IDP are approved by the supervisor.
  - e) The course dates begin October 1, 2011 and after.
- 3) **Statement of Interest:** The Statement of Interest MUST detail in 1,500 characters or less why the applicant is requesting ATAP funding. (Example: "I am enrolled at XX University pursuing a XX degree in XX (discipline). I have completed XX courses and have XX courses remaining. I have included all the courses I am requesting for ATAP funding on my IDP. I have the following degrees: (list degrees). I am currently certified for my position (list certification) and am requesting ATAP funding because (cite reasons).")
- 4) **Curriculum Verification:** Applicants MUST enter the curriculum for the degree selected and must not be more than a year old. The curriculum MUST clearly show the requirement for any non-acquisition-related course(s) being requested. The curriculum provided MUST match the classes requested on the IDP and MUST include the COURSE TITLE AND NUMBER, THE NUMBER OF CREDIT HOURS, TUITION PER COURSE, AND A COURSE DESCRIPTION. **NOTE:** Applicants MUST include "NA" in the Major Field when completing their application if they are applying for business hours. Applicants MUST indicate their major for Master's and Bachelor's degree. Electives chosen must be job/degree-related. Examples of non-acquisition degree-related courses are: art history, astronomy, meteorology, and physical education among others. Unless required by the curriculum, these courses are NOT funded by the ATAP. ATAP WILL NOT fund PREREQUISITE course work required for admission into the ATAP-approved course of study or PREREQUISITE course work that is required to complete a degree program.
- 5) **Enrollment Verification:** Applicants MUST verify their current enrollment or provide a letter of acceptance into the university/college listed on their applicant data page and IDP. The current enrollment or letter of acceptance cannot be older than one year. Applicant must be FULLY ACCEPTED into the university/college listed on their applicant data page and IDP. Applicants MUST UPLOAD a copy of either the enrollment verification or letter of acceptance. The Final Review Board will ONLY consider applications whose applicants have been FULLY ACCEPTED to an "accredited institution of higher learning." Therefore, applicants MUST ensure the college/university listed on their application meet these standards. Accreditation information may be found at [The Database of Accredited Postsecondary Institutions and Programs](http://www.ope.ed.gov/accreditation/Search.aspx) located at: <http://www.ope.ed.gov/accreditation/Search.aspx>
- 6) **Acquisition Career Record Brief (ACRB):** ACRBs will be reviewed for accuracy, currency, and completeness. For assistance in updating the ACRB, please log into the [Career Acquisition Management Portal \(CAMP\)](#) and access your ACRB or contact an Acquisition Career Manager at email [DAMI\\_AskAnACM@conus.army.mil](mailto:DAMI_AskAnACM@conus.army.mil), commercial 575-678-2247 or DSN 258-2247.

### **Additional Information and Guidance**

- Applicants MUST completely identify all courses for which they are requesting ATAP funding. If an applicant requires funding beyond FY12, all required courses MUST be listed. The AAPDS will retrieve all supervisor approved courses from the Education Plan section of the IDP and add them to the ATAP application package if ATAP is listed as the planned funding source.
- Must use entitlements under other federal programs, such as veterans' educational benefits or the Army Civilian Training Education and Development System Program prior to utilizing tuition assistance under the ATAP.
- Contact the ATAP coordinator Ms. Uhura N. Smith at e-mail [usaasc.atap.coordinator@conus.army.mil](mailto:usaasc.atap.coordinator@conus.army.mil) or commercial (703) 805-1241 for additional assistance.