
U.S. Army Acquisition Support Center (USAASC) Acquisition Tuition Assistance Program (ATAP)

Fall 2009 Call for Applications

Opening date: September 28, 2009

Closing Date: October 30, 2009

ATAP Review Process: on/about November 15, 2009

Notifications sent to applicants: early December 2009

Classes to start no earlier than January 1, 2010

USAASC is pleased to announce the offering of the Fall 2009 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 Army Acquisition Corps (AAC) and Acquisition, Logistics & Technology (AL&T) Workforce Members to obtain business hours, calculus credit, undergraduate, or graduate degrees.

General Program Information

The Deputy Director, Acquisition Career Management, is responsible, by law, for the education, training and career progression of AAC and AL&T Workforce Members.

To that end, the USAASC shall ensure that individuals that must attain DAWIA educational requirements as stated in DoD 5000.52M are afforded the opportunity to apply for the ATAP. The ATAP is a non-competitive, needs based program. Individuals may attend the accredited institution of their choice that is within their local commuting area or provides web based programs. Courses must be completed during non-duty hours. The ATAP funding will cover tuition costs, lab fees, and textbooks. Travel expenses are not included.

Who May Apply

The ATAP is available for AAC and AL&T Workforce Members. There are three general programs: a) Business Hours or Calculus credit for AAC membership or certification; b) Undergraduate degrees; or c) Graduate degrees. Applicants must apply for programs either within their career field or from acquisition related disciplines. Acquisition related disciplines are accounting, business, finance, economics, industrial management, marketing, purchasing, law, contracts, quantitative methods, and organization management.

Business Hour/Calculus applicants must:

- Be a civilian member of the AL&T workforce
- Be accepted to an accredited school
- Apply for up to 24 business hours in an acquisition related discipline
- Meet all of the requirements as outlined in the [Army's ATAP Policy](#)

Undergraduate applicants must:

- Be a civilian member of the AL&T workforce
- Be certified for his/her position and level
- Be accepted to an accredited school

- Apply for a degree in an acquisition discipline and include at least 24 business 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 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 a GS-11 and above or broadband equivalent with a Demonstration Project or the National Security Personnel System (NSPS)
- Be certified for his/her position and level with a minimum level two
- Be accepted to an accredited school
- Apply for a degree in an acquisition, business, or 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, please log in to 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, then select the "Application Module" link for the "Fall 2009 Acquisition Tuition Assistance Program (ATAP) Announcement.

Applicants must submit the following documents or information in AAPDS:

- 1) Resume: The resume is limited to 10,000 characters and must include current job duties.
- 2) Individual Development Plan (IDP) Academic Plan: Each individual course requiring ATAP funding must first be entered in the IDP as Planned and 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 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 will provide more information on educational and certification requirements within acquisition career fields. 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 will not be funded.

Applications with outdated course dates or no tuition amounts listed will be returned if time allows. If an application is submitted with outdated IDP courses and time does not allow for a resubmission, the application will not go before the review board. Classes listed on the IDP will only feed into the AAPDS application if: a) it is listed in Education Plan section; b) the status listed as Planned; c) ATAP listed as the Planned Funding Source, and d) the IDP is approved by the supervisor.

- 3) Statement of Interest: The Statement of Interest should 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. 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 provide the course name and number, the number of credit hours, and a course description.

- 5) Enrollment Verification: Applicants must verify their current enrollment or acceptance into the university/college listed on their Applicant Data page and IDP. Applicants must provide a copy of enrollment/acceptance if requested. The Final Review Board will consider only programs from “accredited institutions of higher learning.” Please ensure the college/university you are listing meets this standard. Accreditation information may be found at [The Database of Accredited Postsecondary Institutions and Programs](#).
- 6) Acquisition Career Record Brief (ACRB): The ACRB must be current and accurate. For assistance in updating the ACRB, please contact your [Regional Acquisition Career Manager \(ACM\)](#). ACRBs will be reviewed for accuracy, currency, and completeness.

Additional Information and Guidance

- Applicants must completely identify all courses for which they are requesting ATAP funding. If an applicant requires funding beyond FY10, 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.
- All courses on an application must start on/after January 1, 2010. The ATAP will not provide funding for courses starting before this date for students accepted under this application. Applications with outdated course start dates will be returned if time permits. If an application is submitted with outdated IDP courses and time does not allow for a resubmission, the application will not go before the review board.
- Applicant’s supervisors must approve the full application package and provide any comments after the applicant has submitted the ATAP package. Supervisor approval must be completed by COB November 4, 2009, or the application will not be reviewed by the Review Board.
- Applicants should contact their [Regional ACM](#) for any necessary application support. An ACM will only be able to view the sections of your application that you have saved.
- The ATAP Coordinator is John Kelly at john.t.kelly@us.army.mil or (703) 805-9430. Please contact for additional, procedural questions.