

# ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP)

## FALL 2008 ANNOUNCEMENT

**Open to civilian members of the Army Acquisition, Logistics, and Technology (AL&T) Workforce who have already met their position certification requirement**

Open date – Sept. 1, 2008

Close date – Oct. 22, 2008

ATAP review process: on/about Nov. 5, 2008

Notifications made to applicants: mid-November 2008

**\*\*\*Classes to start no earlier than Jan. 1, 2009\*\*\***

### GENERAL INFORMATION FOR APPLICANTS:

**The ATAP is available for AL&T Workforce members who wish to complete an undergraduate degree, fulfill the business hour requirement, or complete a graduate degree. In order to apply for the ATAP, AL&T Workforce members must already be certified at the level required for their current position. Graduate applicants must be at least GS-11 (or broadband equivalent) and at least Level II certified.**

The automated application is located at the **Army Acquisition Professional Development System (AAPDS)**. To access AAPDS, please log in at <https://rda.altess.army.mil/camp>. Once you login, click Career Acquisition Personnel & Position Management Information System (CAPP MIS). Once in CAPP MIS, select 'AAPDS,' then 'Application Module,' and finally 'Fall 2008 ATAP Announcement.'

**Note:** You must completely identify **ALL** courses for which you are requesting ATAP funding on your approved acquisition Individual Development Plan (**IDP**). If you require funding beyond FY09, you must list all the courses required. Funding extensions for courses not on the ATAP application will be at the discretion of the ATAP coordinator. AAPDS will retrieve all supervisor-approved courses in the Education Plan section of the IDP and load them into your ATAP application package. You must list ATAP as the funding source in order for courses to be loaded into AAPDS. **All courses must start on/after Jan. 1, 2009 or your application will be returned with a notation to correct the start dates.**

### All applicants must meet the following requirements:

- Be a civilian member of the AL&T Workforce who has already met his/her current level of certification required for his/her position.
- Undergraduate degrees must include at least 24 semester hours in an acquisition career field and 12 semester hours of business credits. Degrees must be business- and/or

acquisition-related. Examples of non-acquisition-related degrees are: human resources, general studies, public administration, liberal arts, and political science. Applications with non-acquisition-related degrees will be denied.

- ATAP may be used to complete 12 or 24 business hours from among the following disciplines required for Acquisition Corps membership: accounting, business, finance, economics, industrial management, marketing, purchasing, law, contracts, quantitative methods, and organization management. ATAP may also be used to complete 24 semester credit hours (or equivalent) in an acquisition career field and 12 semester hours in the disciplines cited above. Also see the posted [Acquisition Corps Membership Policy](#) for additional information.
- Graduate degree funding is also available to those GS-11 and above (or broadband equivalent) AL&T Workforce members who are currently certified at their required level (at least Level II) interested in pursuing graduate study in a business, scientific, or technical specialty. Graduate degrees must also be business- and/or acquisition-related.
- Meet all of the requirements as outlined in the [Army's ATAP Policy](#).\*
- Funding is limited to \$1,300/course for undergraduate courses (\$6,500 maximum per year).
- Funding is limited to \$1,800/course for graduate courses (\$9,000 maximum per year).
- Funding for books is limited to \$150 per course. Book costs do not factor into course or yearly funding limits.
- **MAKE SURE to include all courses to be paid for by ATAP in the IDP. Applicants should include ALL courses for which funding is requested to include any courses in FY10, FY11, etc. Do not limit the funding to only FY09 courses. Individuals should apply for their entire course of study.**
- **Applicants must already be accepted in an education program from an accredited school.**

## REQUIRED DOCUMENTS FOR APPLICATION:

(Applicants will not be able to submit their application using AAPDS without entering all required documentation.)

- **Resume**  
The resume is limited to 10,000 characters and must include current job duties.
- **IDP Academic Plan**  
Each individual course requiring ATAP funding must first be entered in your IDP as Planned and approved by your supervisor. Applicants should pay particular attention to the proper fiscal year 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 your IDP. Ensure that your requested degree and/or required courses are acquisition-related (business, engineering, computer science, contracting, etc.). See the [DAU Catalog, Appendix B](#), for more information on educational and certification requirements within acquisition career fields. Ensure that electives you choose are job/degree-related. Electives that are not job/degree-related will only be funded when required by the school as part of the curriculum. Examples of non-acquisition degree-related courses are art history, astronomy, meteorology, and physical education. Unless required by the curriculum, these courses will not be funded.  
**REMINDER:** IDP courses will only feed into the AAPDS application if:
  - Listed in Education Plan section
  - Status listed as Planned
  - ATAP listed as the Planned Funding Source
  - IDP approved by your supervisor
- **Statement of Interest**

The Statement of Interest should detail in 2,000 characters or less why the applicant is requesting ATAP funding.

- **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.

Applicants may cut and paste the required degree curriculum into the application.

- **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

<http://www.ed.gov/admins/finaid/accred/index.html>.

- **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:**

- **Applicants should contact their [Regional ACM](#) for any necessary application support. ACMs will only be able to view the sections of your application that you have saved.**
- Applicants will be notified if their application packet is incomplete and will have the opportunity to fix any problems as long as the changes are submitted before the closing date of the announcement. Requested changes to the application after the closing date of the ATAP announcement will not be honored.
- 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 on Oct. 23, 2008**, or the application will not be reviewed by the Review Board.
- Applicants may also contact ATAP Coordinator John Kelly at [john.t.kelly@us.army.mil](mailto:john.t.kelly@us.army.mil) or (703) 805-9430 with any questions.

*\*The [Army’s ATAP Policy](#) posted to the U.S. Army Acquisition Support Center Web site at time of announcement release governs this announcement.*