DEPARTMENT OF THE ARMY
ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP)
PROCEDURES

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1. REFERENCES

a. Title 10, United States Code, Chapter 87.

b. Department of Defense (DoD) Directive 5000.52, Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program, January 12, 2005.

c. DoD Instruction 5000.66, Operation of the Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program, December 21, 2005.

d. DoD Directive 5000.57, Defense Acquisition University, October 22, 1991.

e. DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Position," November 1, 1991.

f. Title 5, Chapter 41, United States Code.

g. Defense Acquisition University Catalog (current issue).

h. DA Regulation 690-400, Chapter 410, Training.

i. Part 410 of Title 5, Code of Federal Regulations.

j. Memorandum: Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members, 12 Oct 2006.

k. Memorandum: Director, Army Acquisition Corps (AAC) Guidance memorandum #1, 22 Dec 06.

2. PURPOSE

This document establishes procedures for individuals seeking tuition assistance through the Army Acquisition Tuition Assistance Program (ATAP).

3. SCOPE

This Army ATAP procedure applies to all individuals who meet the requirements set forth in the References.

4. PROCESS

a. The process by which an individual may apply for ATAP is through a needs-based selection. The United States Army Acquisition Support Center (USAASC) announces and conducts the ATAP selection process.

b. The formal ATAP announcement can be found on the USAASC homepage at http://asc.army.mil/portal.cfm. General information on ATAP can be found at http://asc.army.mil/programs/atap/default.cfm.

c. The ATAP application is an automated process. The system is located at https://rda.altess.army.mil/cappmis. The applicant must first enter their selected training on the Individual Development Plan (IDP). To be considered for ATAP selection, the applicant must document all planned courses on the IDP for all fiscal years (FY) that ATAP funding is requested. Ensure that ATAP is selected as the Planned Funding Source. The applicant must submit the completed IDP for supervisory approval and the supervisor must electronically approve the IDP. The approving supervisor on the IDP must be the same as the supervisory signature on the application. All courses must have ATAP listed as the 'Planned Funding Source' in the IDP.

d. After completing the IDP, the applicant must then complete the ATAP application in the Army Acquisition Professional Development System (AAPDS). When the applicant has submitted the completed application, the supervisor will be notified via e-mail that a packet is awaiting their review.

e. The applicant's supervisor must also approve the application through the AAPDS web site. This requirement serves to validate notification to the supervisor that the applicant has applied for the ATAP opportunity. Supervisory comments in addition to a signature are strongly recommended.

f. Individuals must complete an application package for the specific education opportunity being pursued (12-24 semester hours of business, associate's degree, bachelor's degree, or master's degree).

g. Individuals must complete and submit the application through the online AAPDS site by the closing date and time indicated in the open ATAP Announcement.

h. Individuals applying for the ATAP must ensure their application package is prepared in accordance with the requirements of the announcement and that all information is accurate and truthful to the best of their knowledge. Preparation assistance may be obtained from the Regional Acquisition Career Managers (ACMs) (a list can be found at http://asc.army.mil/contact/acms.cfm). Incomplete or incorrect applications will not be eligible for ATAP consideration and the applicant will be notified via e-mail accordingly. If an application is deemed incomplete or incorrect and the closing date has not arrived, the applicant will be allowed to resubmit the corrected package.

i. The USAASC National Capital Region (NCR) Customer Support Office (CSO) ATAP Coordinator receives and reviews all application packages for completeness and ATAP eligibility. The ATAP Coordinator then forwards eligible application packages for consideration.

j. The automated ATAP needs-based selection review process ranks the applicants based on a predefined set of criteria, as outlined in the Memorandum of Instruction (MOI), and compiles a Relative Standing List (RSL) for review and approval by the Deputy Director, Acquisition Career Management (DDACM).

k. The DDACM determines the funding available for the RSL developed by the automated ATAP selection process.

l. Upon approval of the RSL by the DDACM, USAASC prepares and sends written notification of acceptance to the selectees and posts the list on the web site, within three weeks of the RSL approval. In addition, USAASC also sends written notification to applicants who were not selected.

m. The ATAP Coordinator will compile application statistics to include the number of application packages received by USAASC for review selection. The statistics will include the names of all applicants and regions, number of application packages that were not selected to go to the board, number of applications that went to the board and total number of applications that were submitted to USAASC.

n. No later than 30 days prior to the start of the course, participants must submit a DD Form 1556 to the ATAP Coordinator. DD Form 1556s are to be created and submitted within the AAPDS system (https://rda.altess.army.mil/cappmis/index.cfm). Any forms not created and submitted within the AAPDS will be returned without action. The required fields of the DD Form 1556 are highlighted within the automated form in AAPDS. DD Form 1556s do not require the signature of the individual's supervisor and/or training officer. The approved DD Form 1556 will have a digital signature of the ATAP Coordinator and the USAASC Resource Manager in the necessary sections on the document. Book costs and lab fees (if appropriate), up to the limit outlined in the ATAP Policy, may be included on a DD Form 1556 (provided the bookstore accepts it as a form of payment). If the bookstore does not accept a DD Form 1556, or if the required books are not available through the college bookstore, book reimbursement is authorized using an SF 1034 (Public Voucher for Purchases and Services Other Than Personal), which must be submitted with a copy of the purchase receipt. Submissions of SF 1034s must also include an Electronic Fund Transfer (EFT) form and a voided check if the participant has never received a direct deposit or payment from DFAS.

o. Beginning dates for each course submitted on the DD Form 1556 must match exactly the dates identified by the college/university. Adjusting start dates may result in removal from the program. Participant's IDP must be up to date and reflect the accurate dates of courses for which they are submitting a DD Form 1556.

p. The USAASC Resource Management Office will complete fund-cite information and all documents will be returned to the ATAP participant via an e-mail notification. It is the responsibility of the ATAP participant to ensure the completed and fund-cited DD Form 1556 is provided to the college/university for payment.

q. Within 30 days of course completion, course grades must be submitted to the NCR CSO ATAP Coordinator. If grades are not submitted within 30 days of course completion, future funding may be withheld.

r. In accordance with the ATAP Policy, the ATAP participant is required to reimburse tuition expenses to the government if grade requirements are not met, an incomplete grade is received, withdrawal from the course is required, or departure from federal government service occurs before the payback time is completed.

s. Any changes to the ATAP participant's curriculum must be coordinated and approved by the NCR CSO prior to the curriculum change occurring. Adjustments to the approved course curriculum may require additional supporting documentation.

5. REAPPLYING AND/OR REQUEST FOR ADDITIONAL FUNDING

Current ATAP participants will not be required to reapply to the ATAP Board if they are in need of additional funding. Instead, participants will submit the ATAP Funding Update Form to the NCR CSO. The ATAP Funding Update Form may be found at http://asc.army.mil/programs/atap/docs.cfm. Requests should be submitted if the participant is unable to complete their coursework in their originally requested timeframe and/or if additional funding per course is necessary (within the ATAP funding limits) to complete the course requirements. The ATAP Funding Update Form may only be used for one additional FY of funding. Funding extensions only apply to the current ATAP program for which the participant was originally accepted (i.e., a Bachelor's student may not request additional funding toward a Master's Degree). Application to the ATAP Board is necessary to obtain funds for a higher degree than originally approved.

6. EFFECTIVE DATE AND IMPLEMENTATION

This document is effective immediately and supersedes all previous versions.

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