

Army Acquisition Professional Development System (AAPDS) instructions

How to create and submit your SF 182s

Log into CAMP: <https://rda.altess.army.mil/camp/>

Click on CAPP MIS

Click AAPDS

Log into your Student module

QUICK GUIDE

STEP 1: Have your courses listed properly in your IDP and approved by your Supervisor

- *Click IDP tab within CAPP MIS
- *Course listed in the College Courses Section of the IDP
- *Status listed as Planned
- *ATAP listed as 'Planned Funding Source'
- *Approved by Supervisor

Please note, once you have a course listed as approved in your IDP, do not change the dates again in the IDP. Change the dates in the AAPDS system when submitting an actual SF 182. The system will allow you to change the dates there (this will avoid having to have your Supervisor reapprove the IDP).

STEP 2: Create SF 182

- *Click AAPDS tab within CAPP MIS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the SF 182 icon for the next class want to take (in the Create Forms column). **If class isn't displayed, then see Step 1 and get the course listed properly in your IDP.**
- *Fill out online SF 182 form. It will automatically populate a lot of the necessary information, pulling info from your IDP as well as your ACRB. You only need to fill out the required fields though you can fill in the rest if you like (however, they are not mandatory). Fields with a red * are required. The system will enforce the ATAP funding limits based upon which degree program (or business hours) you are in.
- *Once you submit the SF 182, you will get an email confirmation (also courtesy copied to your supervisor). When the SF 182 is funded and uploaded back to AAPDS, you will receive another email notification.
- *REMINDER: the online SF 182 submission bypasses the supervisor and comes straight to the ATAP coordinator. NO Supervisor and/or Training Coordinator signature is required. The only two signatures on any future SF 182s will be the ATAP Coordinator and the Resource Manager. Your Supervisor's name and phone number will be typed in the Supervisor block, however.

*When student submits a SF 182, the status stays as 'Planned' until it is approved; however, the option to click 'SF 182' disappears. The option for SF 182 will appear in the 'Forms Completed' column when it is funded and uploaded to the system.

STEP 3: Retrieve funded SF 182

- *Wait until USAASC funds it
- *You will receive email notification that it is loaded into AAPDS
- *Click AAPDS tab within CAPPMS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the SF 182 icon for the course in the 'Forms Completed' Column.
- *A fully funded SF 182 .pdf will open. You may save that, email it, fax it, etc. to your school budget POC. **You are responsible for getting the funded SF 182 to your school.**

SCREEN SNAPSHOTS

<https://rda.altess.army.mil/camp/> (CAMP/CAPPMIS webpage)

Have your IDP listed properly AND approved by your Supervisor

Edit Education Course

NOTE: Please complete all the required fields below. You are on item 1/1

Course ID: MGT 560 Ex. ECON 101, MGMT 201

Course Title: ETHICAL ISSUES IN BUS/SOCIETY

Projected Start: 05/31/2008 mm/dd/yyyy

Projected End: 07/26/2008 mm/dd/yyyy

Status: Planned

Provider: MARYMOUNT UNIV, VA

Objective:

Point of Contact:

CL Points Requested: 30 10 points per credit hour

Estimated Book Cost: 0 whole dollars only, no commas, decimal points, or \$

Estimated Tuition Cost: 0 whole dollars only, no commas, decimal points, or \$

Planned Funding Source: ATAP Select ONLY if you are planning to apply for ATAP, AETE or CP-14 programs through the Army Acquisition Profession Development System (AAPDS)

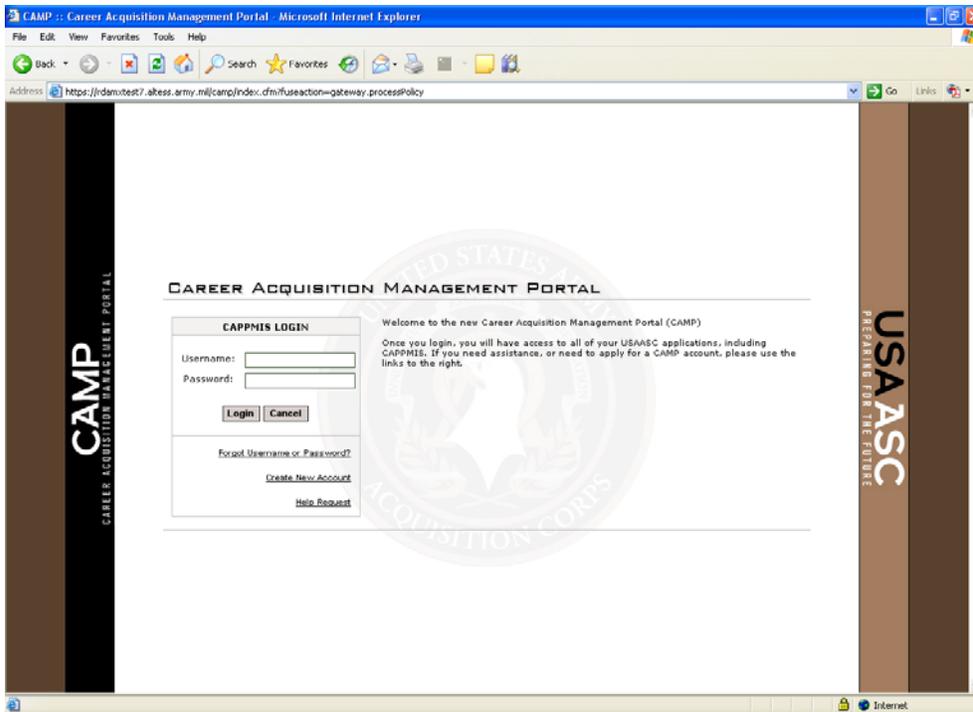
Save and Finish >> Cancel

* = required

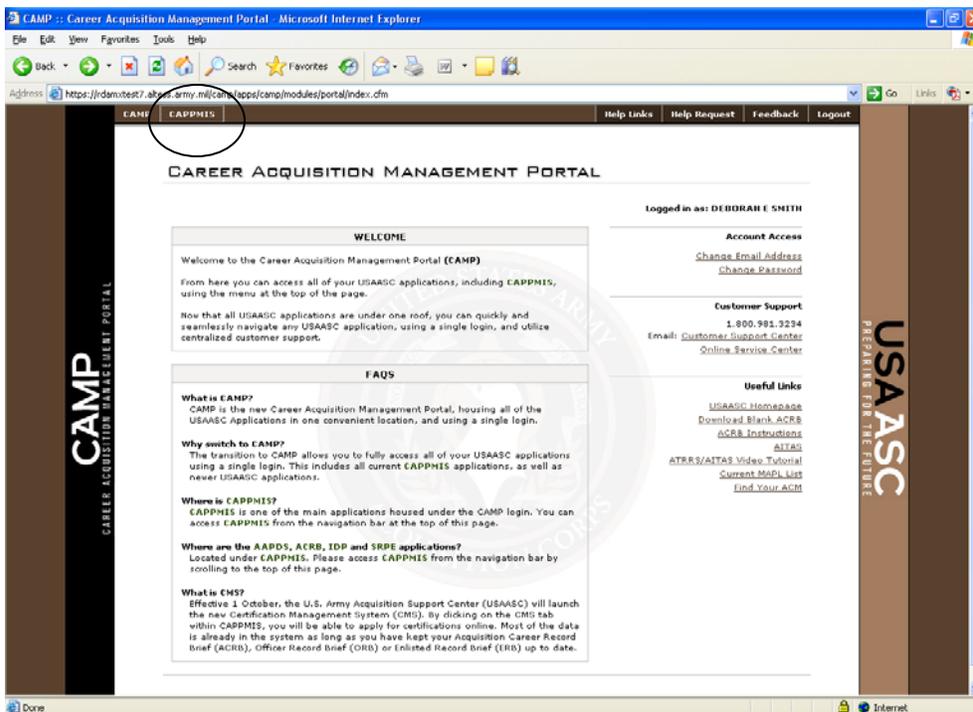
*For the AAPDS to work, you must have your courses listed properly in your IDP:

1. Be in the Education Plan Section of the IDP
2. Listed as Planned/Enrolled
3. ATAP listed as the Planned Funding Source

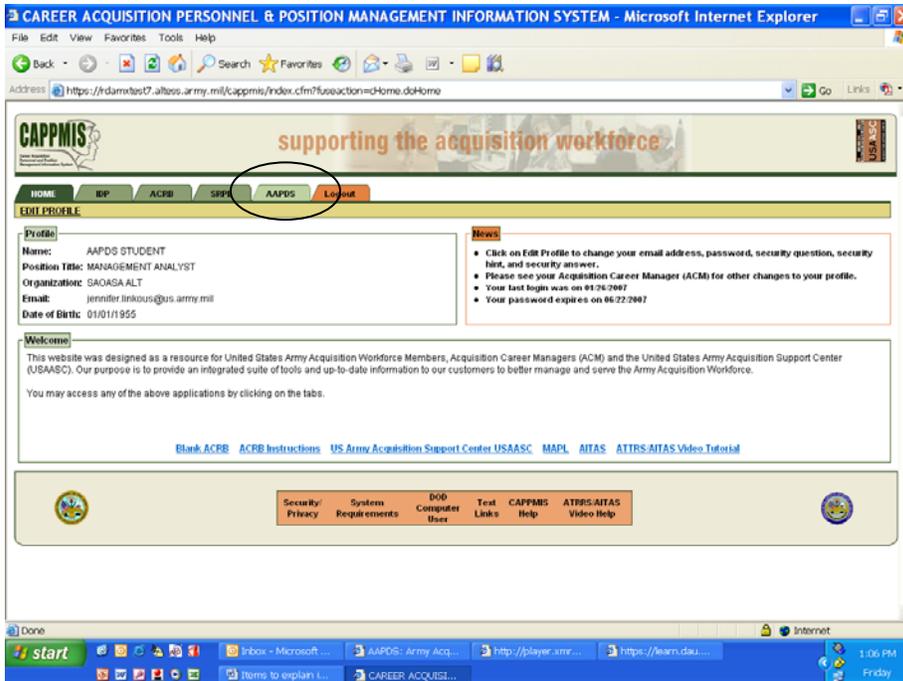
*Have your Supervisor approve this course and/or any changes you make to it (SEE EXAMPLE ABOVE)



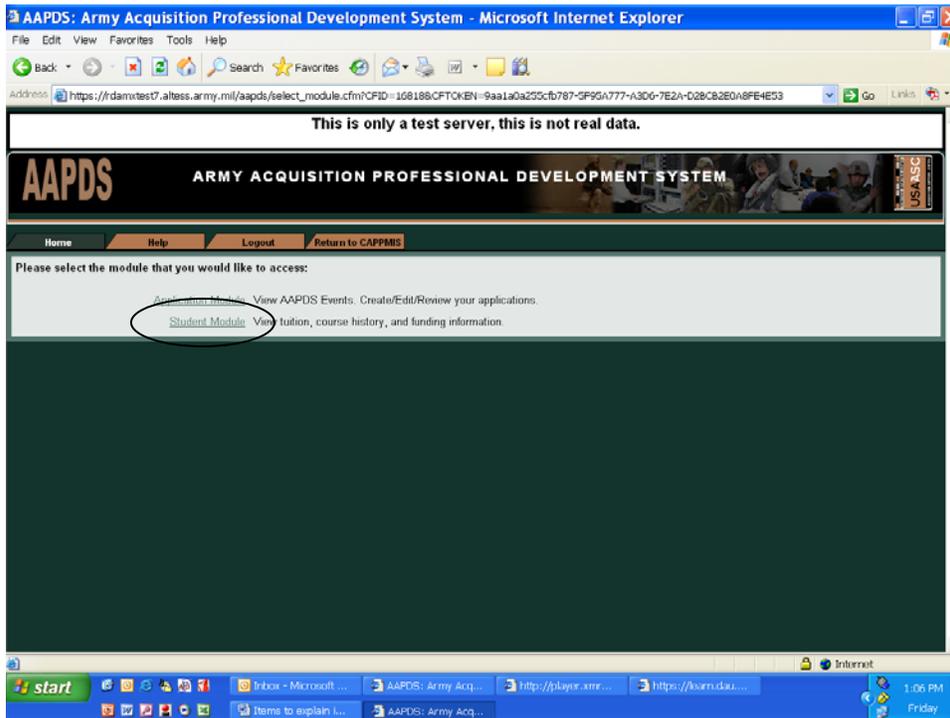
Log into CAMP (now you can use CAC to log in)



Once logged into CAMP, click CAPPNIS



Click on AAPDS (Army Acquisition Professional Development System)



Click on Student Module to access your account

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

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMS

ATAP Program Info Planned Enrolled Course History

ATAP Program Information: [021550 Submission Instructions](#) [021004 Submission Instructions](#) [02ATAP_Stacks Submission Instructions](#)

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

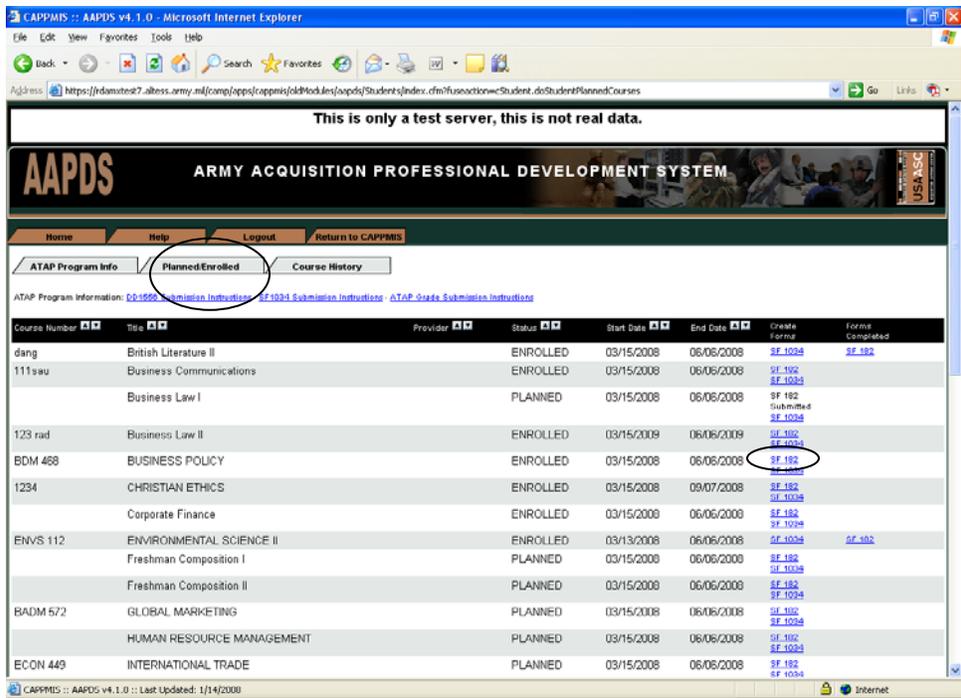
Program Information	Fiscal Year	Total Funding/Fiscal Year	Funds Remaining
Program Status: ACTIVE	2008	\$6500.00	\$1921.00
Program Type: Bachelor's	2009	\$6500.00	\$5600.00

Program End Date: **09/30/2009**
 Tuition Funding Limit Per Course: \$1300.00
 Book Funding Limit Per Course: \$150

Please contact the ATAP Coordinator (SM 41) at scott.greene4@us.army.mil if you require any changes to this information

Career Acquisition Personnel and Position Management Information System (CAPPMS)

- On this page you can view your ATAP Program information
- Program Type (AA, BA, MA, or Business Hours)
 - Program End Date (according to what you had on your ATAP application or ATAP Funding Update)
 - Funding limit per course
 - Book reimbursement limit per course
 - Individual funding limit per year (based upon what you asked for)
 - Funds remaining per FY



-Click on **Planned/Enrolled** to view the ATAP courses you are currently in or plan to take

-On this page, you can generate a SF 182, 1034, and submit your SF 182 for funding. 1034s (as detailed in the 1034 Submission Instructions) can be created here but you still need to submit them via email/fax to the ATAP coordinator along with a receipt. New 1034 online submission to be released in early Spring 2008.

-To create and submit a SF 182 for a new course, click on the 'SF 182' icon (circled above) for the course you are planning on taking. The next three screens will show you what it looks like to fill in the online SF 182 form for a course. The example used is BUSINESS POLICY (as listed above)

-Click on SF 182 for BUSINESS POLICY

CAPPMS :: AAPDS v4.1.0 - Microsoft Internet Explorer

Address: https://dcminter7.ahess.army.mil/care/capps/cappms/ahModules/aapds/Students/index.cfm?useaction=Forms.doForm&id=46c1d=51045db=A

SF 182

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. AGENCY CODE SUBELEMENT AND SUBMITTING OFFICE NUMBER	
B. REQUEST STATUS	1-Initial
SECTION A - TRAINEE INFORMATION	
1. NAME	TEST11 STUDENT
2. SOCIAL SECURITY NUMBER	215-70-0336
3. DATE OF BIRTH	12/12/1955
4. HOME ADDRESS	Street: 403 LOBELIA DR City: VASS State: NC Zip: 203940246
5. HOME TELEPHONE	(910) 245-3179
6. POSITION LEVEL	1a. Non-Supervisory
7. ORGANIZATION MAILING ADDRESS	Street: 123 org street City: orgTown State: AP Zip: 77777
8. OFFICE TELEPHONE	(910) 643-0730
9. WORK EMAIL ADDRESS	isa.lazo@us.army.mil
10. POSITION TITLE	CONTRACT SPECIALIST
11. DO YOU NEED SPECIAL ACCOMODATION?	No <input type="checkbox"/> if yes, please describe:
12. TYPE OF APPOINTMENT	--
13. EDUCATION LEVEL	--
14. PAY PLAN	GS
15. SERIES	1102

CAPPMS :: AAPDS v4.1.0 :: Last Updated: 1/14/2008

Here you have the top of the form. It pre-populates much of the form for you based upon information from civilian personnel (mDCPDS), your IDP, and your ACRB. You need to verify the information it pre-populates as well as you are FORCED to populate the fields with the red circles. Some of the pre-populated fields you cannot edit through AAPDS (such as your home address, name, SSN, etc.). You will have to go into your ACRB to edit them or contact the ATAP Coordinator.

CAPPMS :: AAPDS v4.1.0 - Microsoft Internet Explorer

Address: https://dcminter7.ahess.army.mil/care/capps/cappms/ahModules/aapds/Students/index.cfm?useaction=Forms.doForm&id=46c1d=51045db=A

SECTION B - TRAINING COURSE DATA

1a. NAME AND MAILING ADDRESS OF TRAINING VENDOR	Name: A T E S TECHNICAL INSTITUTE Street: City: State: AA Zip:
1b. LOCATION OF TRAINING SITE <input type="checkbox"/> (check if same as school)	Street: 123 vendor street City: vendor town State: VA Zip: 22222
1c. VENDOR TELEPHONE NUMBER	<input type="text"/> <i>Not required but strongly suggested</i>
1d. VENDOR EMAIL ADDRESS	<input type="text"/> <i>Not required but strongly suggested</i>
2a. COURSE TITLE	BUSINESS POLICY
2b. COURSE NUMBER CODE	BCM 468 <input type="text"/> I.e. ENG 101
3. TRAINING START DATE	03/15/2008
4. TRAINING END DATE	06/06/2008
5. TRAINING DUTY HOURS	0
6. TRAINING NON-DUTY HOURS	<input type="text"/>
7. TRAINING PURPOSE TYPE	--
8. TRAINING TYPE CODE	None
9. TRAINING SUB TYPE CODE	Legal
10. TRAINING DELIVERY TYPE CODE	--
11. TRAINING DESIGNATION TYPE CODE	--
12. TRAINING CREDIT	<input type="text"/> # of Credit Hours

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This is the middle section of the SF 182 form. In this section, you are forced to enter your work address, training objectives, and your school's address.

The screenshot shows a web browser window with the URL: https://dmsitest7.abess.army.mil/cappms/cappms/... The form contains the following sections:

- 12. TRAINING CREDIT**: # of Credit Hours
- 13. TRAINING CREDIT TYPE CODE**: Semester Hours
- 14. TRAINING ACCREDITATION INDICATOR**: YES
- 15. TRAINING SERVICE AGREEMENT REQUIRED INDICATOR**: N/A
- 16. CONTINUED SERVICE AGREEMENT EXPIRATION DATE**: N/A
- 17. TRAINING SOURCE TYPE CODE**: --
- 18. TRAINING OBJECTIVES**: (empty text area)
- SECTION C - COST AND BILLING INFORMATION**
 - 1. DIRECT COSTS CHARGEABLE**:
 - a. Tuition and Fees: \$1000
 - b. Books & Material Costs: \$140
 - c. TOTAL: \$1140
 - 2. INDIRECT COSTS CHARGEABLE**:
 - a. Travel: \$0
 - b. Per Diem: \$0
 - c. TOTAL: \$0
 - 3. TOTAL TRAINING NON-GOVERNMENT CONTRIB COST**: (empty)
 - 4. DOCUMENT PURCHASING ORDER/REQUISITION NUMBER**: (empty)
 - SUPERVISOR**: SUPER DAVID A (73) 724-6059 - scoo.greene4@us.army.mil
 - COMMENTS**: (empty text area)

At the bottom of the form are three buttons: **Submit Form** (callout 1), **Save and Exit** (callout 2), and **Cancel** (callout 3).

You may either submit the form once you have completed everything (1), you may save and come back later (2) or you may cancel what you have been working on and return to the previous screen (3).

You need to ensure that you list the exact start/complete dates as well as the accurate Tuition and Book amounts. It will prompt you upon submitting if you have any errors and/or you have exceeded the funding limits for your program (see examples below). You must fix these errors, before you are allowed to submit.

The screenshot shows a web browser window with the URL: https://dmsitest7.abess.army.mil/cappms/cappms/... The page displays an error message:

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

AAPDS ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Alert

- Training Objectives is required.
- The School Street Address is required.
- The School City is required.
- A Valid School Zip Code is required.
- number of credit hours is required.

Input your SF 182 information below

SF 182 AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. AGENCY CODE SUBELEMENT AND SUBMITTING OFFICE NUMBER: (empty)

B. REQUEST STATUS: 1-Initial

SECTION A - TRAINEE INFORMATION

1. NAME: TEST41 STUDENT

2. SOCIAL SECURITY NUMBER: 215-70-0336

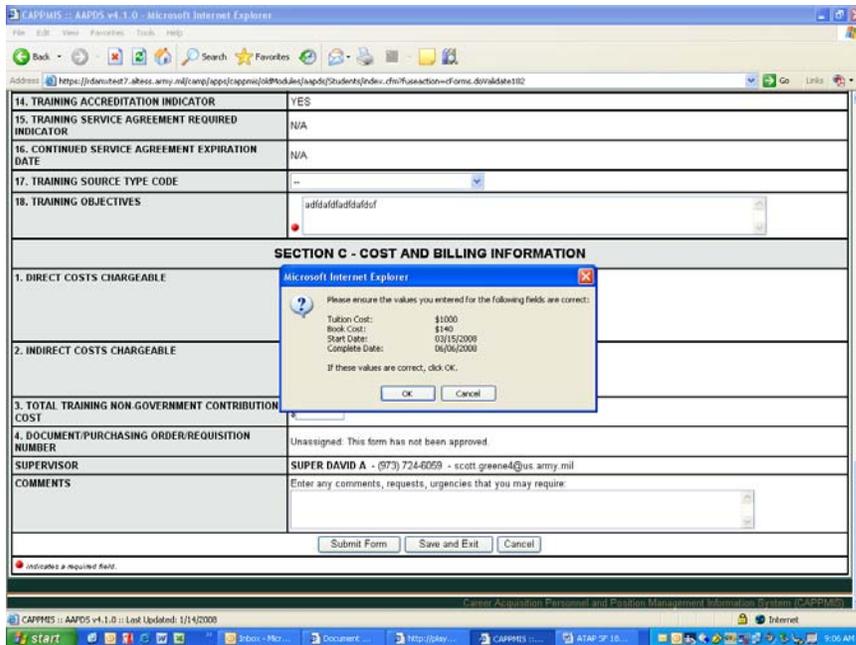
3. DATE OF BIRTH: 12/12/1966

4. HOME ADDRESS: Street: 403 LOBELIA DR, City: VASS, State: NC, Zip: 203940246

5. HOME TELEPHONE: (810) 245-3179

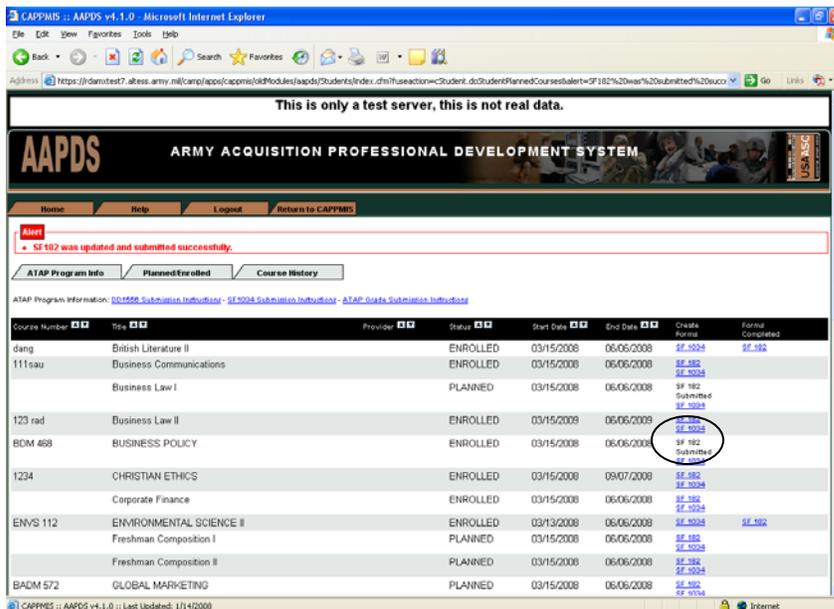
6. POSITION LEVEL: a. Non-Supervisory

(Example of error you are given if you do not populate certain mandatory fields: this error appeared because the Org Street Address and Org City were not filled out)



(Example: when you click submit form, it will prompt you to verify the costs and dates. If the displayed dates and costs are incorrect, click cancel and correct them on the form).

After you click OK, it will take you back to your Planned/Enrolled course page (next screen). Upon submitting the SF 182, it will send you a confirmation email as well as courtesy copy your Supervisor. The email is courtesy copied to your Supervisor to keep him/her in the loop as to your educational pursuits funded by USAASC.



You will see that the BUSINESS POLICY course has been updated to reflect SF 182 submitted (circled above). That will remain the status until USAASC Budget office funds the SF 182.

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AAPDS

ARMY ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

Home Help Logout Return to CAPPMIS

Alert
 SF 182 was updated and submitted successfully.

ATAP Program Info Planned/Enrolled Course History

ATAP Program Information: [001559 Submissions Info/Details](#) - [SF 5024 Submissions Info/Details](#) - [ATAP Goals Submissions Info/Details](#)

Course Number	Reg	Provider	Status	Start Date	End Date	Checks Forged	Forms Completed
dang		British Literature II	ENROLLED	03/15/2008	06/06/2008	SF 5024	SF 182
111sau		Business Communications	ENROLLED	03/15/2008	06/06/2008	SF 5024	SF 5024
		Business Law I	PLANNED	03/15/2008	06/06/2008	SF 182 Submitted	SF 5024
123 rad		Business Law II	ENROLLED	03/15/2009	06/06/2009	SF 5024	SF 5024
BDM 488		BUSINESS POLICY	ENROLLED	03/15/2008	06/06/2008	SF 182 Submitted	SF 5024
1224		CHRISTIAN ETHICS	ENROLLED	03/15/2008	09/07/2008	SF 182	SF 5024
		Corporate Finance	ENROLLED	03/15/2008	06/06/2008	SF 182	SF 5024
ENVS 112		ENVIRONMENTAL SCIENCE II	ENROLLED	03/13/2008	06/06/2008	SF 5024	SF 182
		Freshman Composition I	PLANNED	03/15/2008	06/06/2008	SF 182	SF 5024
		Freshman Composition II	PLANNED	03/15/2008	06/06/2008	SF 182	SF 5024
BADM 572		GLOBAL MARKETING	PLANNED	03/15/2008	06/06/2008	SF 182	SF 5024

CAPPMIS :: AAPDS v4.1.0 :: Last Updated: 1/14/2008

- *As soon as we process your SF 182 and upload it to the system, you'll receive an email and the SF 182 will be available for you to retrieve from AAPDS.
- *A new icon of 'SF 182' will be displayed in 'Forms Completed column
- *Click on SF 182 and it will open your .pdf (next screen)