

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

JUL 1 2011

1. **REFERENCES:** SEE APPENDIX 1.

2. **APPLICABILITY:** This Army Acquisition Tuition Assistance Program (ATAP) Policy and Procedures applies to all current civilian and Military Occupational Specialty 51C Noncommissioned Officer Army Acquisition, Logistics and Technology (AL&T) workforce members.

3. **PURPOSE:** This document establishes the policy and procedure for application and selection of the AL&T workforce members for the ATAP training opportunity and supersedes the Acquisition, Education, Training and Experience (AETE) Program Policy/Procedures dated October 1, 2009.

4. **RESPONSIBILITIES:**

a. The Deputy Director, Acquisition Career Management (DDACM).

(1) Has oversight and control of the ATAP policy and procedures.

(2) Is responsible for the development and management of the program providing for the education, training, and career development of AL&T workforce members.

(3) Serves as final approval authority for employees accepted to participate in the program and provides approved results to the U.S. Army Acquisition Support Center (USAASC) Workforce Management Division.

b. The United States Army Acquisition Support Center (USAASC) will:

(1) Provide oversight of the ATAP.

(2) Approve or deny Funding Update Forms.

(3) Provide customer assistance on all aspects of ATAP.

c. The USAASC Workforce Management Division will:

(1) Forward inquiries to the ATAP coordinator.

(2) Ensure widest dissemination of information on ATAP.

d. The ATAP Coordinator will:

- (1) Develop, issue, and implement the ATAP Policy and Procedures.
- (2) Provide oversight of the ATAP.
- (3) Manage the ATAP budget and process all requests for tuition assistance.
- (4) Review current student requests for additional funding and time extensions to complete the ATAP program.
- (5) Publish the ATAP announcement on the USAASC website and ensure widest dissemination of information on the ATAP announcements, policy and procedures.
- (6) Track the progress of each ATAP student ensuring that grade requirements in each class ("B" graduate level or "C" undergraduate level) are maintained and changes to schedules or funding requirements are approved.
- (7) Provide customer assistance on all aspects of the ATAP.
- (8) Accept, review, and determine eligibility of the ATAP applications.
- (9) Plan, organize and conduct the ATAP selection process, providing DDACM with recommended selectee/non-selectee list.
- (10) Notify selectees/non-selectees of status.

e. The USAASC Resource Management Office will:

- (1) Complete fund-cite information and return all documents to the ATAP participant via an e-mail notification.
- (2) Return the Standard Form (SF) 182, Authorization, Agreement and Certification of Training to the student within seven working days of receipt.

f. The Organization/Supervisor will:

- (1) Be aware of employee's application for the ATAP and ensure individual courses are included and approved on the Individual Development Plan (IDP).
- (2) Ensure employee knows responsibilities once accepted into the ATAP.
- (3) Ensure the individual is available for school and not encumbered by excessive overtime or travel.

(4) Approve continuous learning points earned from completed classes by documenting on the employee's IDP at the completion of each class.

(5) Ensure the ATAP Coordinator is notified immediately when a change in employment no longer qualifies the employee for program participation.

g. The ATAP Participants:

(1) Must apply to and be accepted in an institution of higher learning with accreditation recognized by the United States Department of Education. Accreditation information may be found on <http://www.ope.ed.gov/accreditation/Search.aspx>. **(Note: Conditional letters of acceptance will not be accepted).**

(2) Must submit applications and supporting documentation as outlined in the ATAP announcement. Information can be found on the USAASC website at [http://asc.army.mil/career/programs/atap/atap\\_announce.cfm](http://asc.army.mil/career/programs/atap/atap_announce.cfm). Individuals may only submit one application per announcement (e.g., Bachelors Degree, Masters Degree, or up to twenty-four required business hours in an acquisition related disciplines or three semester credit hours for calculus courses). Associates degree as an educational pursuit is rescinded effective October 1, 2011. MOS 51C NCOs who must obtain DAWIA certification may only apply for bachelor's degrees. Doctorate, law degrees, and Associates degrees will not be funded by the ATAP. Questions concerning the ATAP announcement and application process should be directed to the ATAP coordinator at email [usaasc.atap.coordinator@conus.army.mil](mailto:usaasc.atap.coordinator@conus.army.mil), or commercial 703-805-1241 or DSN 655-1241.

(3) Will provide accurate Fiscal Year budget information by August 15<sup>th</sup> of each year. If funding is not fully executed, funding in subsequent fiscal years will be diminished.

(4) Are responsible for funds required beyond the funding limits outlined within this document.

(5) Must use entitlements under other federal programs, such as veterans' educational benefits or the Army Civilian Training, Education and Development System (ACTEDS) Program prior to utilizing tuition assistance under the ATAP. Applicants and or students must notify the ATAP coordinator if the individual is approved for an alternate funding source. Individuals are only allowed funding from one USAASC tuition program. Military Occupational Specialty (MOS) 51C Noncommissioned Officers (NCOs) who MUST obtain the DAWIA educational requirement as stated in DoD 5000.52M are afforded the opportunity to apply for ATAP and receive tuition for off duty education (during non duty hours) to obtain either a bachelor's degree or required undergraduate business hours toward certification.

(6) Must attain a grade of at least a "B" in graduate courses and a "C" in undergraduate courses. Failure to attain these minimum grades in each course may result in removal from the program.

(7) Will provide final course grades to the ATAP coordinator within thirty days of course completion to [usaasc.atap.coordinator@conus.army.mil](mailto:usaasc.atap.coordinator@conus.army.mil). Failure to provide grade information thirty days after the course completion date may result in loss of future funding or removal from the program with a one year restriction before reapplying. Instructions on how to submit grades are posted on the ATAP website located at: [http://asc.army.mil/career/programs/atap/atap\\_docs.cfm](http://asc.army.mil/career/programs/atap/atap_docs.cfm). A reminder email of this requirement will be sent monthly. Any course extensions must be approved by the participant's school, and the information must be provided to the ATAP coordinator.

(8) Will reimburse the government for classes with an incomplete grade, withdrawal, or grade below a "B" in graduate courses and below a "C" in undergraduate courses. All reimbursements for the ATAP will be made out to U.S. Treasury and mailed to: Acquisition Support Center, Attention: ATAP Coordinator, 9900 Belvoir Road, Suite 101, Bldg 201, Fort Belvoir, VA 22060-5567.

(9) Must ensure first-line supervisors are made aware of academic or other problems that might interfere with success in the educational process.

(10) Must select courses from among approved programs of study. When planned courses are canceled, conflicts with other courses arises, or are unavailable, provide appropriate substitutes to the ATAP coordinator prior to course commencement. Failure to provide appropriate substitutes prior to making changes to the course curriculum may result in the loss of future funding or removal from the program.

(11) Must notify the ATAP coordinator immediately when a change in employment no longer qualifies the participant for program participation or if acceptance into another training opportunity will interfere with the ATAP participation. Participants who have been selected into the program and changes to employment are made where he/she no longer qualifies for the program or meet eligibility criteria for ATAP (i.e. be certified in his/her current position and level and/or acquisition workforce) will be notified and possibly removed from the program.

(12) Must, in coordination with his/her supervisor, develop a five-year Individual Development Plan (IDP) that lists all courses to be funded by the ATAP. The IDP must be in an approved status and should include current and projected courses. For each course, the ATAP must be selected as the Planned Funding Source.

(13) Must notify the ATAP coordinator of any position change within the AL&T workforce and provide updated contact information.

(14) Must ensure beginning and ending dates for each course submitted on the

SF 182, Authorization Agreement and Certification of Training, match exactly the dates identified by the college/university. Adjusting start dates may result in removal from the program. Ensure IDP is updated to reflect the same dates as indicated on the submitted SF182.

(15) Ensure the approved SF182 is provided to their school for payment and to their organizational training point of contact for their reporting/recording purposes.

## 5. POLICY:

a. The ATAP is a needs-based selection process. The USAASC announces and conducts the ATAP selection process once or twice each year depending on availability of funds. The selection process is based on the availability of funds.

b. Programs of Study. Associates degree as an ATAP educational pursuit is rescinded effective October 1, 2011. The ATAP program will support the following educational pursuits: up to 24 required business hours in a business related disciplines required for certification and Acquisition Corps membership (unless this was attained through previous college work); calculus credit required for certification; a bachelor's degree for the AL&T workforce member; or a graduate (master's) degree for those GS-11 and above (or broadband/pay band equivalent) workforce members who meet their current position certification requirements (to at least Level II). Doctorate degrees, PhDs or Law degrees are not funded by the ATAP. All degrees must follow the disciplines that underpin the functions of the AL&T workforce. Changes to the approved course of study must be approved by the ATAP coordinator prior to funding approval for the new course. 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.

c. Learning Institutions. The ATAP funding will support educational pursuits through all schools and programs of study that are nationally or regionally accredited by the U.S. Department of Education. Accreditation information may be found at The Database of Accredited Postsecondary Institutions and Programs located at: <http://www.ope.ed.gov/accreditation/Search.aspx>.

d. Budget Requirements. Program participants must provide accurate budget information by August 15<sup>th</sup> of each year. Students will be removed from the program if budget requirements are not received by September 1<sup>st</sup> and will be required to reapply.

e. Academic Standards. Program participants must complete all courses with at least a grade of "B" in each graduate course and at least a "C" in each undergraduate course. Withdrawal from an ATAP funded course requires the employee to reimburse the government for all costs incurred for that particular course if the course has passed the course drop deadline and costs have been incurred. If the program participant receives three grades below the standard, withdrawals or incompletes, the participant will automatically be removed from the program with a one year restriction before reapplying. If the failing grade is received for an ATAP funded class, ATAP will not

provide funding for a repeat class. The ATAP participant must notify the ATAP coordinator immediately upon completing their ATAP-approved program, required business hours for certification/AAC membership, or when ATAP funds are no longer required for other reasons.

f. Nontraditional Modes of Learning. The ATAP will fund nontraditional modes of learning (courses via television, satellite, and on-line) when the courses are included in the program of study and are part of the school's alternate modes of training.

g. College-Level Examination Program/Defense Activity for Nontraditional Education Support (CLEP/DANTES) Tests. The ATAP funding will be provided for CLEP/DANTES testing. A non-passing grade on any test will require reimbursement by the individual. CLEP/DANTES funding limits will directly relate to the funding limits of the ATAP program the participant is enrolled in (undergraduate or graduate funding).

h. Electives. Electives required as part of a degree must underpin the functions of the AL&T workforce as described in references 3 and 4 (Appendix 1). Electives that do not meet this requirement will not be funded by the ATAP. Courses must underpin the functions of the AL&T workforce unless the specific class is an actual degree requirement. The ATAP participants may be required to provide documentation of actual course requirements if the legitimacy of a course is questioned by USAASC. Direct any questions on electives to the ATAP coordinator.

i. Prerequisite Courses. The ATAP will not fund prerequisite work. This includes any 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.

j. Reimbursement. The ATAP participant is required to reimburse tuition expenses to the government if grade requirements are not met or withdrawal from a course occurs. Full repayment must be received within 30 days of notice unless a payment plan is approved by the ATAP coordinator. Payment plans will be no less than \$100 per month and must be received on a monthly basis. If full reimbursement is not received or if the payment plan is not followed, the student will be removed from ATAP until full payment is received. Once full payment is received, the student will be eligible for reinstatement.

k. Attendance. Any ATAP participant not attending scheduled courses for a period of one semester (without prior coordination with ATAP coordinator) may be removed from the ATAP and required to reapply after one year of removal. Attendance will be reviewed on a quarterly basis. Due to funding constraints, there is no guarantee that future funds will be available at the time of reapplication. Students will be automatically removed from the program if they have not taken a class within 12 months of completion from their last course or if the end date from the last approved class has exceeded six months and must reapply through an open announcement in order to be reconsidered for this opportunity.

## **6. FINANCIAL MANAGEMENT:**

a. **Funding.** Funding for the ATAP will be centrally managed for AL&T workforce employees. As resources permit, educational related expenses outlined below would be funded prior to class attendance. The ATAP funds will not be provided as reimbursement for funds expended by the student or another organization.

(1) Funding at the graduate level will not exceed \$2050.00 per course and \$10250.00 per fiscal year. Business related semester/quarter hours at the Master's level will adhere to these funding limits. Funding required above this limit is the responsibility of the ATAP participants and/or their organization. The yearly funding limitation of \$10250.00 applies to all the ATAP participants regardless of the number of courses taken.

(2) Funding for a Bachelor's degree will not exceed \$1550.00 per course and \$7750 per fiscal year. Business related semester/quarter hours at the bachelor's level will adhere to these funding limits. Funding above this limit is the responsibility of the ATAP participant and/or his organization. The yearly funding limitation of \$7750.00 applies to all the ATAP participants, regardless of the number of courses taken.

(3) Book Reimbursement is rescinded effective October 1, 2011 and is the responsibility of the ATAP participant and/or his/her organization.

(4) Lab fees and technology fees required for course completion will be considered as part of the cost of the course and count as part of the total yearly funding limits.

b. Registration fees, parking costs, travel expenses, entrance exams, graduation fees, and all other expenses not listed in paragraph 6a are not funded by the ATAP. These expenses are the responsibility of the ATAP participant.

c. Changes to pre-approved funding limits must be coordinated through the ATAP coordinator prior to submission of the SF182.

d. Current ATAP students may request additional funds or an extension to their ATAP funding without having to reapply to the ATAP. Participants should fill out the ATAP Funding Update Form ([http://asc.army.mil/career/programs/atap/atap\\_docs.cfm](http://asc.army.mil/career/programs/atap/atap_docs.cfm)) and submit it to the ATAP coordinator. Funding requests are not guaranteed and are at the discretion of the ATAP coordinator. The ATAP Funding Update Form may only be used for one additional FY of funding. Participants will be notified in a timely manner if their request is approved or denied. Funding extensions only apply for the program for which a participant was originally accepted into the ATAP (i.e., students attending courses for a bachelor's degree may not request additional funding toward a Master's Degree). Application to the ATAP is necessary to obtain funds for a higher degree than originally approved.

e. Requests should be submitted according to the instructions in 6d above if the participant is unable to complete his/her 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.

## **7. PROCEDURES:**

### **a. Application:**

(1) The formal ATAP announcement and general ATAP information may be found on the ATAP portion of the USAASC homepage located at:

<http://asc.army.mil/career/programs/atap/default.cfm>.

(2) The ATAP application is an automated process. The system is located at <https://rda.altess.army.mil/camp/>. The applicant must first enter their selected training on the Individual Development Plan (IDP). To be considered for the ATAP, the applicant must document all planned courses on the IDP for all fiscal years (FY) that the ATAP funding is requested. Courses should be listed in the Education Plan section of the IDP, listed as Planned, and have ATAP selected as the Planned Funding Source. The applicant must submit the completed IDP for supervisory approval and the supervisor must electronically approve the IDP.

(3) 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.

(4) 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.

(5) Individuals must complete an application package for the specific education opportunity being pursued (up to 24 required hours in business related disciplines, 3 semester credit hours for calculus, Bachelor's Degree or Master's Degree).

(6) Individuals must complete and submit the application through the online AAPDS site by the closing date and time indicated in the open ATAP Announcement in order to be considered for acceptance in the program.

(7) Individuals applying for the ATAP must ensure their application 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 by contacting the ATAP coordinator at 703-805-1241, DSN 655-1241, or email at [usaasc.atap.coordinator@conus.army.mil](mailto:usaasc.atap.coordinator@conus.army.mil). Incomplete, erroneous, or applications not adhering to announcement guidance will not be eligible for the 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.

(8) Any changes to the ATAP participant's curriculum must be coordinated and approved by the ATAP Coordinator prior to the curriculum change occurring.

b. ATAP Selection Board Procedures:

(1) The ATAP coordinator receives and reviews all application packages for completeness and eligibility. The ATAP coordinator then forwards eligible application packages to the Final Review Board for review.

(2) The Final Review Board ranks the applicants based on a predefined set of criteria as outlined in the ATAP Board Memorandum of Instruction, and compiles a Relative Standing List (RSL) for approval by the DDACM.

(3) The DDACM determines the funding available for the RSL developed by the Final Review Board process.

(4) Upon approval of the RSL by the DDACM, USAASC prepares and sends written notification of acceptance to the selectees within three weeks of the RSL approval. In addition, USAASC also sends email notification to applicants who were not selected.

(5) The ATAP coordinator will compile application statistics to include the number of application packages received by USAASC. The statistics will include the names of all applicants and assigned duty location 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.

c. Upon Acceptance:

(1) Selectees must notify their supervisor of their selection and familiarize themselves with all information and procedures (i.e. submitting grades, SF182s, etc.) on the ATAP website located at <http://asc.army.mil/career/programs/atap/default.cfm>.

(2) No later than forty-five (45) days prior to the start of the course, participants must submit an SF182 to the ATAP Coordinator. The SF182 is to be created and submitted within the AAPDS system (<https://rda.altess.army.mil/camp/index.cfm>). Any forms not created and submitted within the AAPDS will be returned without action. The required fields of the SF182s are highlighted within the automated form in AAPDS. The SF182s do not require the signature of the individual's supervisor and/or training officer. The approved SF182 will have the digital signatures of the ATAP coordinator and the USAASC Resource Manager in the appropriate sections on the document. Any

SF182s submitted after the course start date will be returned. It will be the individual's responsibility or the individual's organization to provide funding.

(3) Beginning dates for each course submitted on the SF182 must match exactly the dates identified by the college/university. Participant's IDP must be up to date and reflect the accurate dates of courses for which they are submitting an SF182.

(4) Courses that start before the approved funding date of the applicant will not be funded.

**8. LABOR RELATIONS:** Activities are reminded to meet all statutory labor relations obligations in the implementation of this policy.

**9. EFFECTIVE DATE AND IMPLEMENTATION:** This policy and procedures are effective immediately and will remain in effect until superseded.

A handwritten signature in black ink, appearing to read 'CRAIG A. SPISAK', is positioned above the printed name and title.

CRAIG A. SPISAK  
Deputy Director  
Acquisition Career Management

## APPENDIX 1

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II) - [http://www.dau.mil/library/2DAWIAPL108\\_375C1.pdf](http://www.dau.mil/library/2DAWIAPL108_375C1.pdf)
2. DoDD 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005 - <http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>
3. DODI 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program", December 21, 2005 - <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>
4. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006 - <http://www.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>
5. AR 70-1, Army Acquisition Policy, December 2003 – [http://www.army.mil/usapa/epubs/pdf/r70\\_1.pdf](http://www.army.mil/usapa/epubs/pdf/r70_1.pdf)
6. Memorandum, "Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members," October 12, 2006 - [http://asc.army.mil/docs/policy/Enforcement\\_Mandatory\\_Certification\\_Requirements.pdf](http://asc.army.mil/docs/policy/Enforcement_Mandatory_Certification_Requirements.pdf)
7. Defense Acquisition University (DAU) Catalog - [www.dau.mil/catalog](http://www.dau.mil/catalog)
8. DoD Directive 5000.57, Defense Acquisition University, October 22, 1991 – <http://www.dtic.mil/whs/directives/corres/pdf/500057p.pdf>