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Army Director of Acquisition Career Management (DACM) Office



Acquisition, Education and Training (AET) Opportunity

The Army Acquisition Tuition Assistance Program (ATAP)  
Announcement for classes beginning 1 October 2016  
Announcement Opening Date: 20 June 2016  
Announcement Closing Date: 22 July 2016  
Board Review Dates: 31 August 2016

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The U.S. Army Acquisition Support Center (USAASC) Army DACM office is pleased to announce the offering of the Army Acquisition Tuition Assistance Program (ATAP) for courses with a start date of 1 October 2016. This program offers an opportunity for eligible Army acquisition workforce members to complete required business hours towards Army Acquisition Corps (AAC) membership or courses towards a bachelor's or master's degree during off duty time. The Army DACM Office is the sponsor of the ATAP and will fund cost of tuition, laboratory and technology fees within specified funding limits. Book fees, graduation fees, registration fees, general fees, and travel expenses are not funded by ATAP.

**General Program Information**

The ATAP primarily supports funding the Defense Acquisition Workforce Improvement Act (DAWIA) bachelor's degree and/or business hour educational requirements for permanent Army acquisition civilians and 51 Contracting (51C) non-commissioned officers (NCOs). ATAP will also fund highly endorsed permanent Army acquisition workforce members who are applying for required business hours toward AAC membership or acquisition/business-related courses towards a bachelor's or master's degree in a business/acquisition-related discipline.

Applicants may attend any accredited educational institution of their choice in which they have been **fully** accepted into the program of study. **Fully** accepted means:

- ✓ All transcripts are received and evaluated by the school (nothing pending); AND

- ✓ The finalized curriculum clearly identifies the degree, school name and all remaining acquisition or business related courses; AND
- ✓ An applicant has a copy of a letter of acceptance showing their full acceptance status into their program of study. For those students only pursuing required business hours toward AAC membership or DAWIA certification, you are required to provide a verification of enrollment from the school.

### **Funding:**

ATAP will fund only acquisition or business related courses towards an approved ATAP master's or bachelor's degree discipline. Funding for courses towards a master's degree completion is limited to \$2,050 per course and \$10,250 per fiscal year (FY). Funding for courses towards a bachelor's degree completion is limited to \$1,550 per course and \$7,750 per FY.

ATAP funding is limited to one educational goal and may not exceed five consecutive FYs. **ATAP does not fund non-acquisition or non-business related courses (i.e. public relations, political science, basket weaving) required for degree completion – any non-acquisition or non-business courses must be funded by the individual or his/her organization.** ATAP will not be used to fund professional degrees (i.e. PhD, MD or JD), certificate programs or any other AET centrally funded programs. ATAP will not be used to fund prerequisite coursework required for admission into the approved ATAP program of study or prerequisite coursework that is required to complete an approved ATAP program of study. ATAP will not be used to fund courses towards a second bachelor's or master's degree in an acquisition discipline.

### **Who May Apply:**

Army acquisition workforce civilians and MOS 51C NCOs who meet their specific eligibility requirements described below are eligible to apply for ATAP. MOS 51C NCOs may apply for a bachelor's degree or business hours toward DAWIA Contracting certification. Eligible 51C NCOs may apply for approved classes towards a master's degree. Classes funded by ATAP must be taken during non-duty hours. Military personnel **must** exhaust military tuition assistance for each FY prior to using ATAP funds.

### **Civilian Eligibility Requirements:**

- ✓ **Bachelor's Degree:** All civilian applicants applying for courses towards a bachelor's degree completion or AAC membership must meet the following requirements:
  - ✓ Be a permanent civilian member of the Army acquisition workforce; AND

- ✓ Be certified in their current position and required level of certification; AND
- ✓ Be **fully** accepted to an accredited educational institution;
- ✓ **Master's Degree:** All civilian applicants applying for courses towards a master's degree completion must meet the following requirements:
  - ✓ Be a permanent civilian member of the Army acquisition workforce; AND
  - ✓ Be certified in their current position and required level of certification (Minimum required level of certification must be level II); AND
  - ✓ Be **fully** accepted to an accredited education institution; AND
  - ✓ Pursuing a business or acquisition discipline

### **Civilian Eligibility Requirement Exceptions:**

- ✓ Providing that all other eligibility requirements have been met, civilian applicants in the following ACFs applying for courses to meet DAWIA certification may still be eligible to apply for the ATAP even if they have not met their required level of certification\*.
  - ✓ Business – Cost Estimating (P)
  - ✓ Contracting (C)
  - ✓ Science & Technology Manager (I)
  - ✓ Engineering (S)
  - ✓ Test and Evaluation (T)
- ✓ If an otherwise eligible civilian applicant met their original certification requirement and was recently promoted and the next level of certification is required, the civilian applicant **may** still be eligible to apply for the ATAP\*.

### **MOS 51C NCO Eligibility Requirements:**

- ✓ **Bachelor's Degree:** MOS 51C NCOs applying for approved courses towards a bachelor's degree completion in an approved ATAP discipline or for business hours toward DAWIA certification may still be eligible to apply for ATAP even if they have not met their required level of certification\*. The following requirements must be met:
  - ✓ Be a Contracting NCO of the Army acquisition workforce; AND
  - ✓ Be **fully** accepted to an accredited educational institution; AND
  - ✓ Pursuing a business or acquisition related discipline.
- ✓ **Master's Degree:** MOS 51C NCOs applying for courses towards a master's degree must meet the following requirements:
  - ✓ Be in the rank of Staff Sergeant (SSG) and Sergeant First Class (SFC); AND

- ✓ Have 10 years or less time in service within the announcement's opening and closing dates; AND
- ✓ Currently possess a bachelor's degree from an accredited educational institution; AND
- ✓ Were not allowed to use military tuition assistance to fund a master's degree; AND
- ✓ No flagging action in accordance with Army Regulation (AR) 600-8-2; AND
- ✓ Not already possess a graduate degree at the time of application; AND
- ✓ Obtained required DAWIA certification level in contracting commensurate with grade (i.e. SSG/Level I; SFC/Level II); AND
- ✓ Be **fully** accepted to an accredited educational institution; AND
- ✓ Pursuing a business or acquisition related discipline; AND
- ✓ Be able to fulfill the service obligation incurred by this program.

*\*The ATAP program manager will review each situation on a case-by-case basis.*

## **How to Apply**

The application process is located online in the Career Acquisition Personnel and Position Management Information System (CAPP MIS). To access CAPP MIS:

- Log into the Career Acquisition Management Portal (CAMP).
- Click on the CAPP MIS tab.
- Once in CAPP MIS, click the Army Acquisition Professional Development System (AAPDS) tab.
- Click the "Apply" tab.
- Click the blue "Apply" link under status that corresponds to this announcement.

Applicants must complete each of the following sections in order to have a complete application pending review in AAPDS and to be eligible for consideration of funding:

- **ATAP Applicant Data:** An accurate work number and valid official email address must be on your application. **Please check the small box next to "Supervisor Verification."** If this block is not checked, you will receive an error message when you attempt to submit your application.
- **College/University Program:** Please follow the online prompts to complete this section of your application. The college/university listed on the applicant data section of the application must be accredited and match the information in your letter of acceptance or verification of enrollment. Accreditation information may be found at [The Database of Accredited Postsecondary Institutions and Programs](#). A drop down menu of accredited universities and colleges is within this section of your application.

- **Acquisition Career Record Brief (ACRB):** Ensure your ACRB is accurate prior to submitting your application. **Please check the small box next to the ACRB verification link in the application to verify your ACRB is correct.** If this block is not checked, you will receive an error message when you attempt to submit your application. Your ACRB must reflect any degrees you have obtained and the name of the school and year your degrees were completed. Applicants may update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMS. For those areas that cannot be changed by the applicant, the applicant may request assistance in updating their ACRB using [Workforce Management Inquiry \(WMI\) system](#).
- **Individual Development Plan (IDP):** You must first log into CAPPMS in order to add courses onto your IDP.
  - ✓ Once in CAPPMS, click the AAPDS tab
  - ✓ Click on the IDP tab;
  - ✓ Click on “Planning;”
  - ✓ Under the “Education Plan” section of the IDP select “Add Course;”

Include only acquisition and/or business related courses required for completing your ATAP approved program of study and for which you are requesting ATAP funding on your IDP. **Include all classes for each FY for which you are requesting ATAP funding. Each FY begins 1 October and ends 30 September.** Use the curriculum you obtained from your school, and complete the following steps to add only acquisition or business related courses to the IDP section of your application:

- ✓ Course ID will be the course number of each course (i.e. MGT530)
- ✓ Course title will be the name of each course (i.e. Organization Management). Include tuition amount in parenthesis (i.e. \$2050) next to course title.
- ✓ Enter the projected start and projected end dates that you are expected to take each course. **Important:** Include on your IDP only business or acquisition courses you are requesting ATAP funding for degree completion even if the courses will be taken in future FYs.
- ✓ Status is “Planned”
- ✓ Select the school from the drop down menu for the provider. If your university is not listed at all please contact the ATAP program manager for guidance.
- ✓ Enter “Course is required for degree completion” for the objective
- ✓ Enter your school’s academic advisor information (or the one who prepared your curriculum) in the point of contact section
- ✓ Enter the continuous learning points for your specific course
- ✓ Course hours and Course Type leave blank

- ✓ Estimated book cost is \$0. The cost of books is your responsibility
- ✓ Enter the **exact** tuition amount (not to exceed established funding limits) for each course. If the actual cost of tuition exceeds maximum limits, enter the maximum tuition allowed for your degree (master's degree is \$2050; bachelor's degree is \$1550)
- ✓ Enter "ATAP" for the planned funding source
- ✓ Click the "Save and Finish" button.

Complete the steps above until all acquisition and/or business related courses required to complete your program of study AND for which you are requesting ATAP funding are added onto your IDP. **Any course for which you are requesting ATAP funding MUST start after 1 October 2016.** The ATAP will not provide funding for courses starting before this date for students accepted under this training opportunity. Classes properly completed on the IDP will only feed into your AAPDS application if:

- ✓ The courses are listed in the "Education Plan" section of the IDP; AND
- ✓ The status of the courses is listed as "Planned"; AND
- ✓ "ATAP" is listed as the Planned Funding Source; AND
- ✓ The courses on the IDP are approved by the supervisor; AND
- ✓ The course dates begin **1 October 2015** or after.

ATAP funding runs concurrently with the FY (1 October – 30 September); therefore, applicants must include **ALL** FYs to ensure they have included all ATAP approved courses for which they are requesting ATAP funding. Only one government funding source for tuition reimbursement at a time may be used.

- **Curriculum Verification:** The curriculum verification must list only those acquisition/business related courses required to complete your program. This document must be created by the applicant or it can be generated from a document provided by the school listing only those acquisition/business related classes. This document will be uploaded into this section. Your IDP must show the same acquisition/business related courses as your curriculum. Confirm with your educational institution the exact course titles and course numbers before uploading to this section. The curriculum must clearly show the following information:
  - ✓ Course Title
  - ✓ Course Number
  - ✓ Exact tuition amount per course (not to exceed established funding limits)
  - ✓ A brief course description for each course
- **Verification of Enrollment:** Applicants who are currently enrolled in a class or have taken a class this year will obtain a current verification of enrollment from

the school and upload it in this section. The verification of enrollment must show you are currently enrolled in a class or have taken a class this year.

- Letter of Acceptance:** Applicants who are beginning their program or have changed schools must upload a letter of acceptance obtained from their current educational institution. The letter of acceptance must show you have been **fully** accepted (no pending evaluations of transcripts or waiting on documents) into your program of study. The letter of acceptance must be dated this year and on school's letterhead. The letter of acceptance must show the degree and discipline you are pursuing. The degree and discipline from the letter of acceptance must match the degree and discipline indicated on your application.
- Continued Service Agreement (CSA):** Applicants must upload a signed and dated CSA in this section before submitting an application in AAPDS. The period of obligated service will be determined by the total number of ATAP courses you are requesting ATAP funding. The period of obligated service begins the day after the end date of the last ATAP funded course taken. Please use the chart below to determine your projected period of obligated service.

TOTAL NUMBER OF ATAP FUNDED COURSES		
Total number of courses: 1 to 6	Total number of course: 7 to 12	Total number of courses: 13 or more
Service Obligation required: 12 months	Service Obligation required: 24 months	Service Obligation required: 36 months

- ✓ Permanent Army civilian acquisition workforce members can obtain a copy of the CSA [here](#). MOS 51C NCOs must contact SFC Octavia Russell at 703-805-2539 or [Octavia.a.russell2.mil@mail.mil](mailto:Octavia.a.russell2.mil@mail.mil) to obtain an Active Duty Service Obligation Statement.
- Supervisor Endorsement/Review:** This application requires two levels of supervisory approval. The applicant must hit the submit button in AAPDS to route the application to the 1st level supervisor for review and approval. The application flow from this point is described below:
  - ✓ **1<sup>st</sup> Level Supervisor:** The applicant's 1<sup>st</sup> level supervisor, as identified in CAPPMS, will review and approve/disapprove the application by following the online prompts in the supervisor's review section of AAPDS. If approved, the 1<sup>st</sup> level supervisor will identify your 2<sup>nd</sup> level supervisor or Senior Rater within the supervisor review section of AAPDS. The 1<sup>st</sup> level

supervisor must hit the submit button to route the application to the 2<sup>nd</sup> level supervisor for review and approve/disapprove.

- ✓ **2<sup>nd</sup> Level Supervisor:** The 2<sup>nd</sup> level supervisor or Senior Rater, as identified by the 1<sup>st</sup> level supervisor, will review your application. Once the 2<sup>nd</sup> level supervisor or Senior Rater reviews and approves the application, the 2<sup>nd</sup> level supervisor must hit the submit button in AAPDS. Your application will route to the ATAP Program Manager for review. The ATAP Program Manager will forward all eligible applications to the Review Board for consideration of funding.

#### **Additional Information and Guidance**

- Contact the ATAP Program Manager, Ms. Uhura N. Smith at [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil) or commercial (703) 805-1241 for additional assistance and information.