

## **Acquisition Tuition Assistance Program (ATAP) Frequently Asked Questions**

### **Is there a Continued Service Agreement required to participate in ATAP.**

Yes. Beginning October 1, 2012, applicant must agree in writing to serve in the Department of Defense at least three times the length of the completed ATAP at the time of submitting their application.

### **When is the ATAP Program announced?**

The ATAP call for applicants is announced either in the 3<sup>rd</sup> or 4<sup>th</sup> quarter of each fiscal year (FY) depending on availability of funds.

### **Who is eligible to apply for ATAP?**

Members of the Acquisition, Logistics and Technology (AL&T) workforce including:

1. Army Acquisition Corps (AAC) Members and Army Acquisition Workforce Members
2. Military Occupational Specialty 51C Noncommissioned Officers

Additional eligibility criteria can be found under “Who May Apply” at the link below.

<http://asc.army.mil/web/career-development/programs/acquisition-tuition-assistance-program/who-may-apply/> (Copy and paste entire link into browser or click on link)

### **When can I take my first class once selected into the ATAP?**

October 1st of each FY is the earliest date the ATAP will fund courses once selected into the program. The ATAP operates on a FY (Oct-Sep) and will not fund or reimburse for courses prior to the established start date in the announcement.

### **When does the FY begin and end?**

The FY begins October 1 – 30 September

### **What are Acquisition-related disciplines?**

Acquisition-related disciplines are those disciplines that underpin the functions of the AL&T workforce. Such disciplines include, but are not limited to:

- Accounting
- Acquisition Law
- Business Administration/Management
- Finance
- Economics
- Industrial Management
- Purchasing
- Contracts
- Quantitative Methods
- Organizational Management

Additional acquisition-related disciplines may be found at the DAU interactive catalog located at <http://icatalog.dau.mil/>

**When can I apply for ATAP?**

Applications for the ATAP are accepted during an open announcement either in the 3<sup>rd</sup> or 4<sup>th</sup> quarter of each FY. Final selections are based on availability of funds.

**How competitive is the ATAP?**

The ATAP is a needs-based, non-competitive, part-time tuition assistance program. The USAASC shall ensure that individuals who must attain Defense Acquisition Workforce Improvement Act educational requirements as stated in DoD 5000.52M, Defense Acquisition Technology, and Logistics Workforce Education, Training, and Career Development Program, 12 January 2005, are afforded the opportunity to apply for the ATAP.

**Do I need to submit a new application for the ATAP program for the following year?**

Once you have been selected into the program, you do not need to complete a new application. You are in the program until you obtain your degree or are administratively removed.

**How do I obtain funds for the following FY?**

You are required to provide an accurate FY budget to the ATAP Manager no later than August of each year.

**Once I complete my bachelor's degree can I continue in ATAP to obtain my master's degree?**

Once you have completed a program of study you have essentially completed ATAP and must reapply for ATAP during an open announcement to be considered for a new program of study.

**How many classes am I required to take per semester?**

You are required to take at least one class per semester. You may take more than one class per semester if your workload permits.

**Does ATAP fund the cost of books and materials?**

The cost of books and materials was rescinded effective October 1, 2011. This expense is the responsibility of the individual or the individual's organization.

**Does ATAP fund dual major, certification, law degrees, Doctorate degrees or PhDs?**

No. The ATAP will support the following educational pursuits: up to 24 required business hours in a business-related discipline required for certification and Acquisition Corps membership; calculus credit required for certification; a bachelor's degree for AL&T workforce members; or a master's degree for those GS-11 and above (or broadband/pay band equivalent) workforce members who meet their current position certification requirement (minimum Level II).

**Additional Information:**

Applicants and current participants should contact the Acquisition Tuition Assistance Program Manager, Ms. Uhura N. Smith, at [usarmy.belvoir.usaasc.mbx.usaasc-atac-coordinator@mail.mil](mailto:usarmy.belvoir.usaasc.mbx.usaasc-atac-coordinator@mail.mil) or commercial 703-805-1241, for additional program assistance.