



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY ACQUISITION SUPPORT CENTER**  
9900 BELVOIR ROAD, BUILDING 201, SUITE 101  
FORT BELVOIR, VIRGINIA 22060-5567

**MEMORANDUM FOR EDUCATIONAL INSTITUTIONS**

JUN 16 2014

**SUBJECT: The Army Acquisition Tuition Assistance Program (ATAP) Payment Process**

1. The U.S. Army Acquisition Support Center centrally fund tuition, technology and lab fees for our acquisition workforce members who are participating in the ATAP. Program funding, however, is limited to pre-approved acquisition and/or business courses and exams for which academic credit will be awarded and satisfactory grades earned. This letter serves as a reminder that the student named on the Authorization, Agreement and Certification of Training Standard Form 182 (SF182) provided to the school by the student is approved to receive funding for the indicated course. The procedure provided in the paragraphs below should be followed to ensure timely and accurate payment to your institution.
2. The SF182 authorizes the educational institution to invoice USAASC as documented (i.e. specific student, course title and number, start/end date), up to the amount shown in Section C1 of the SF182. Funding for bachelor's degree courses is limited to \$1550.00 per course. Funding for master's degree courses is limited to \$2050.00 per course. If the student is unable to enroll in a specific course, the SF182 is cancelled and the student has up to 15 days after the start date to reapply, submit another SF182 or request an amendment to the existing SF182.
3. ATAP will not fund cost not covered by this SF182 to include, but not limited, to registration fees, parking cost, travel expenses, entrance exams, graduation, the cost of books and materials, and all other expenses not funded by the ATAP. Each invoice must have one class per student and must be accompanied by the appropriate SF182. Each invoice must have an invoice date, invoice number, and school's Cage Code. Please follow the billing instruction in Section C6 of the SF182 to initiate the billing process.
4. The USAASC currently uses General Fund Enterprise Business System (GFEBS) for processing the ATAP payments. The Defense Finance and Account System (DFAS) has 30 days to electronically fund transfer payment to your school once DFAS receives the transaction in GFEBS.
5. For all inquiries please contact the ATAP Program Manager, Ms. Uhura N. Smith, [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil), or commercial (703) 805-1241.

  
UHURA N. SMITH  
ATAP Program Manager