

Army Director, Acquisition Career Management (DACM) Office



Acquisition, Education and Training (AET) Opportunity

The Army Acquisition Tuition Assistance Program (ATAP)

Fall 2014 Announcement

Announcement Opening Date: 8 July 2014

Announcement Closing Date: 6 August 2014

Notifications sent to applicants: September 2014

Classes to start no earlier than 1 October 2014

The U.S. Army Acquisition Support Center (USAASC) Army DACM office is pleased to announce the Fall 2014 offering of the ATAP. 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 USAASC Army DACM Office is the sponsor of the ATAP and will cover tuition costs within specified funding limits. Book fees, graduation fees, registration fees, general fees, and travel expenses are not funded by the 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 civilians and non-commissioned officers (NCOs). Secondly, 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 applying for acquisition/business related courses towards a master's degree completion must be at least level II certified in their current Army acquisition career field (ACF).

Applicants may attend any accredited educational institution of their choice. Applicants must be **fully** accepted into the program of study at the university or college they are attending or will attend. **Fully** accepted means:

- ✓ All transcripts have been 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:

Funding for acquisition/business-related courses towards a master's degree completion is limited to \$2,050 per course and \$10,250 per fiscal year (FY). Funding for acquisition/business related courses towards a bachelor's degree completion is limited to \$1,550 per course and \$7,750 per FY. Funding may not exceed these stated amounts. The ATAP funding runs concurrently with the FY (1 Oct – 30 Sep); therefore, applicants may need to include additional FYs to ensure they have included all business or acquisition related courses for which they are requesting ATAP funding. Only one government funding source at a time may be used.

ATAP funding is limited to one educational goal and may not exceed five consecutive FYs. ATAP will not be used to fund courses towards a second equivalent degree (i.e. no second bachelor's degree or second master's degree). ATAP does not fund non-acquisition or non-business related courses (i.e. public relations, political science, basket weaving) required for degree completion. 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 course of study or prerequisite coursework that is required to complete a degree program.

Who May Apply:

Permanent Army acquisition civilians who have met their current position certification requirement and MOS 51C NCO members of the Army acquisition workforce are eligible to apply for the ATAP. MOS 51C NCOs may only apply for a bachelor's degree or business hours toward DAWIA certification, must take courses funded by ATAP only during non-duty hours, and must exhaust military tuition assistance prior to using ATAP funds.

Eligibility Requirements:

All applicants must meet the following basic criteria:

- Be a permanent civilian member of the Army acquisition workforce OR be a 51C NCO Army acquisition workforce member; AND
- Be **fully** accepted to an accredited educational institution; AND
- Meet all the requirements as outlined in the ATAP Policy and announcement; AND
- Be certified in his/her current position and level at time of submitting their application in the Army Acquisition Professional Development System (AAPDS) (except as noted below):
 - If an applicant has met their original certification requirement and were recently promoted and the next level of certification is required, the applicant may still be eligible to apply for the ATAP*.
 - MOS 51C NCOs and permanent Army acquisition civilians in the following ACFs may still be eligible to apply for the ATAP even if they have not met their certification requirement*.
 - ✓ Business – Cost Estimating (P)
 - ✓ Contracting (C)
 - ✓ Science & Technology Manager (I)
 - ✓ Engineering (S)
 - ✓ Test and Evaluation (T)

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

How to Apply

The application process is located online in AAPDS. To access AAPDS:

- Log into the Career Acquisition Management Portal (CAMP).
- Click on the Career Acquisition Personnel and Position Management Information System (CAPPMIS) tab.
- Once in CAPPMIS, click the “AAPDS” tab.
- Click the “Apply” tab.
- Click the “Apply” link next to the “Fall 2014 ATAP Announcement.”

Applicants must complete each of the following sections in order to have a complete application in AAPDS:

- **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 CAPPMIS. 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 CAPPMIS in order to add courses onto your IDP:
 - ✓ Login to [Career Acquisition Management Portal \(CAMP\)](#)

- ✓ Click on Career Acquisition Personnel and Position Management Information System (CAPP MIS);
- ✓ 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 to complete your program of study and for which you are requesting ATAP funding on your IDP. 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)
- ✓ 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 remaining 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
- ✓ 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
- ✓ Enter the exact tuition amount for each course
- ✓ Estimated book cost is \$0. The cost of books is your responsibility
- ✓ 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 on or after 1 October 2014.** 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 2014** or after.

- Curriculum Verification:** The curriculum verification must list only those acquisition/business related courses required to complete your program. This document may be created by the applicant or cut and pasted from a document provided by the school. This document will be added into this section. Your IDP must show the same courses as your curriculum. Confirm with your educational institution the exact course titles and course numbers before copying and pasting into this section. The curriculum must clearly show the following information:
 - ✓ Course Title
 - ✓ Course Number
 - ✓ The number of credit hours (minimum 3 credit hours)
 - ✓ Tuition amount per course
 - ✓ A brief course description for each course
- Verification of Enrollment or Letter of Acceptance:** Upload either a verification of enrollment or a letter of acceptance in this section. 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.

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 (nothing pending) into your program of study. The letter of acceptance must be dated this year and be on school's letterhead.

- 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 period of obligation service.

TOTAL NUMBER OF ATAP FUNDED COURSES				
Total number of courses: 1 to 8	Total number of course: 9 to 16	Total number of courses: 17 to 24	Total number of courses: 25 to 32	Total number of courses: 33 to 40
Service Obligation required: 6 months	Service Obligation required: 12 months	Service Obligation required: 18 months	Service Obligation required: 24 months	Service Obligation required: 36 months

Permanent civilian Army acquisition workforce members can obtain a copy of the CSA [here](#). MOS 51C NCOs must contact MSG Eric Sears at 703-805-1048 or eric.j.sears8.mil@mail.mil to obtain an Active Duty Service Obligation Statement.

- **Supervisor Endorsement/Review:** This application requires two levels of supervisory review. The applicant must hit the submit button in AAPDS. This will route the application to the supervisor for review. The application flow from this point is identified below:
 - ✓ **1st Level Supervisor:** Your application will automatically route to your first level supervisor as identified in CAPPMS only after the applicant hits the submit button in the online application process. The applicant's 1st level supervisor, as identified in CAPPMS, will review your application by following the online prompts in the supervisor's review section of AAPDS. The 1st level supervisor will identify your 2nd level supervisor or Senior Rater within the supervisor review section of AAPDS. The 1st level supervisor must hit the submit button to route the application to the 2nd level supervisor.
 - ✓ **2nd Level Supervisor:** The 2nd level supervisor or Senior Rater, as identified by the 1st level supervisor, will review your application. Once the 2nd level supervisor or Senior Rater reviews your application, they 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

- Review the Frequently Asked Questions on the [ATAP website](#).
- Contact the ATAP Program Manager, Ms. Uhura N. Smith at uhura.n.smith.civ@mail.mil or commercial (703) 805-1241 for additional assistance and information.