



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SFAE

OCT 06 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Acquisition Tuition Assistance Program (ATAP) Policy and Procedures

1. REFERENCES:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).

b. Department of the Army, Acquisition Career Field Certification Policy, 20 August 2014.

c. Department of the Army, Continuous Learning Policy and Implementation Guidelines, 8 January 2014.

d. Memorandum, USAASC, SFAE-CDD, 30 March 2012, Subject: Consequences for Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Courses.

e. Memorandum, USAASC, SFAE-CDD, 18 August 2012, Subject: Director Acquisition Career Management Guidance – Enforcement of DAWIA Certification Compliance Policy Memorandum #8.

f. Memorandum, USAASC, SFAE-CDD, 18 August 2012, Subject: Enforcement of Mandatory Acquisition Certification Requirements.

2. APPLICABILITY. This policy applies to all current permanent civilian and Military Occupational Specialty 51C Noncommissioned Officer Army acquisition workforce members.

3. PURPOSE. This document establishes the policy for active ATAP participants and procedures for application and selection into the program. All instructions in the ATAP policy and the annual announcement must be followed. Failure to comply may result in non-selection or removal from the program.

4. RESPONSIBILITIES:

a. The Deputy Director, Acquisition Career Management (DDACM). Serves as the final approval authority for Army acquisition workforce members selected to participate

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in the program. The DDACM provides oversight and management of the announcement and Review Board process.

b. U.S. Army Acquisition Support Center (USAASC), Workforce Management Division (WM). Coordinates with Organizational Acquisition Points of Contact and Acquisition Career Management Advocates (ACMAs) to ensure widest dissemination.

c. The ATAP Program Manager (PM):

- (1) Develops, issues, and implements the ATAP Policy.
- (2) Manages the ATAP budget and processes all requests for tuition assistance.
- (3) Reviews current student requests for additional funding and time extensions to complete the ATAP program.
- (4) Markets the ATAP program to the Army acquisition workforce.
- (5) Publishes the ATAP announcement on the USAASC Army DACM Office website. Ensures widest dissemination of information on the ATAP announcement, policy and procedures.
- (6) Tracks 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 curriculum or funding requirements are approved.
- (7) Provides assistance with submission of ATAP application in the Army Acquisition Professional Development System (AAPDS).
- (8) Reviews and determines eligibility of the ATAP applicants.
- (9) Plans, organizes and conducts the ATAP selection process.
- (10) Provides DDACM with the Review Board's Relative Standing List (RSL) for approval.
- (11) Notifies selectees/non-selectees of status once RSL is approved by the DDACM.

d. USAASC Resource Management Division (RM):

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(1) Completes fund-cite on submitted Standard Form 182 (SF182), Authorization, Agreement and Certification of Training. Returns the SF182 to the student via CAPPMS within seven working days of receipt.

(2) Processes the SF182 and invoice to the Defense Finance and Accounting System for disbursement of payment to appropriate vendors.

e. ATAP Participant's Organization/Current Supervisor:

(1) Ensures individual courses are included and approved on the Individual Development Plan (IDP).

(2) Approves Continuous Learning Points (CLPs) earned from completed courses by documenting the employee's IDP at the completion of each class.

(3) Ensures the ATAP PM is notified immediately when a change in employment no longer qualifies the employee to participate in the program.

(4) Ensures employees have met current position Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements prior to participating in ATAP.

(5) Notifies and provides the employee's servicing civilian personnel office a copy of the Continued Service Agreement (CSA) for entry into the Defense Civilian Personnel Data System and placement into the employee's official personnel management file.

(6) Informs the ATAP PM if an employee fails to complete the obligated period of service specified in the CSA.

(7) Notifies the new supervisor, if a change in supervisor occurs and that a continued service obligation agreement is in effect.

f. ATAP Participant:

(1) Provides accurate FY budget information to the program manager for each FY they are in the program. If funding is not fully executed, funding in subsequent FYs may be reduced or terminated. Participants are responsible for funds required beyond the funding limits outlined within this policy and procedures.

(2) Ensures first and second line supervisors are made aware of academic or other challenges that might interfere with success in the educational process. Ensures their IDP is updated at all times.

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(3) Selects acquisition/business related courses from among approved programs of study. Provides appropriate substitutes to the ATAP PM prior to course commencement when planned courses are canceled, unavailable or conflicts with other courses. The appropriate substitutes must be added to the IDP and approved. Failure to provide appropriate substitutes, notify the ATAP PM or update IDP prior to the course commencement may result in the loss of future funding or removal from the program.

(4) Notifies the ATAP PM 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. Notifies the ATAP PM of any position change within the Army acquisition workforce and provides updated contact information.

(5) Completes, at a minimum, one class per term; however, participants have the option of taking more than one course per term depending on their workload. Changes to the approved course of study must be coordinated with the ATAP PM prior to requesting funding for the new course.

(6) Generates an accurately completed SF182 in AAPDS no later than 45 days prior to the course state date. Any SF182 submitted after the course start date will be returned. It will then be the individual's or the individual's organization's responsibility to provide funding. The participant will receive an automatically generated email when the funded SF182 is ready for retrieval from AAPDS. The ATAP participant is required to provide a copy of the funded SF182 to their university or college bursar's point of contact to initiate the billing process in Section C6 of the SF182.

(7) Completes all courses with at least a grade of "B" in each graduate course and at least a "C" in each undergraduate course. If the program participant receives three grades below the standard, receives three withdrawals or three incompletes, the participant will be automatically removed from the program with a one year restriction before reapplying. The ATAP participant must notify the ATAP PM immediately upon completing their ATAP-approved program, or when ATAP funds are no longer required.

(8) Provides final course grades to the ATAP PM within 30 days of course completion. Failure to provide grade information within 30 days of course completion 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 at <http://asc.army.mil/web/career-development/programs/acquisition-tuition-assistance-program/documents/>. A reminder email of this requirement will be sent monthly. Participants must provide a copy of all course extensions granted by the university or college to the ATAP PM as soon as the extension is granted.

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5. POLICY:

a. ATAP Program:

(1) The ATAP primarily supports funding the DAWIA educational requirements for permanent Army acquisition civilians in specific acquisition career fields and Military Occupational Specialty 51 Contracting (51C) Non-Commissioned Officers (NCOs). Secondly, ATAP will also fund highly endorsed permanent Army acquisition workforce members who are applying for required business hours towards Army Acquisition Corps (AAC) membership or acquisition/business related courses towards a bachelor's or master's degree in an acquisition or business related discipline. The USAASC Army DACM Office announces and conducts the ATAP selection process once each Fiscal Year (FY).

(2) Current participants who no longer meet their current position certification requirement due to a promotion, where the promotion resulted in them not being eligible for ATAP will be inactive until they have met their current position certification requirement. Once the employee has met their current position certification requirement the program manager will reinstate them as an active ATAP participant.

(3) Current participants who, through reorganization, are converted to a non-acquisition position will be made inactive in ATAP until their Acquisition Career Record Brief (ACRB) reflects that their organization has put them back into an acquisition position. The employee will be made active in ATAP after their ACRB reflects the appropriate change.

(4) Current participants not attending scheduled courses for a period of one term (without prior coordination with ATAP PM) 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.

b. Learning Institutions:

(1) 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. The Database of Accredited Postsecondary Institutions and Programs is located at <http://ope.ed.gov/accreditation/Search.aspx>.

(2) 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.

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c. Approved Courses of Study. Approved courses of study include business and acquisition related courses required towards AAC membership. College-Level Examination Program and Defense Activity for Nontraditional Education Support (CLEP/DANTES) testing are also considered approved courses of study. The ATAP participant may be required to provide documentation of actual course requirements if the legitimacy of a course is questioned.

d. Funding:

(1) Funding for the ATAP will be centrally funded by USAASC for Army acquisition workforce participants. As resources permit, educational related expenses outlined below would be funded using an SF182. The ATAP funds will not be provided as reimbursement for funds expended by the student or another organization. Participants cannot split funds for any training course (i.e. cannot use GI Bill to pay for part of a class and then use ATAP to pay for the other portion of the same a class). Only one government source may be used for each course. The DDACM can reduce/increase the funding limits at his/her discretion.

(2) Funding for courses towards a master's degree will not exceed \$2,050.00 per course and \$10,250.00 per FY. 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 participant and/or their organization. The yearly funding limitation of \$10,250.00 applies to all ATAP participants regardless of the number of courses taken.

(3) Funding for courses towards a bachelor's degree will not exceed \$1,550.00 per course and \$7,750.00 per FY. 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 their organization. The yearly funding limitation of \$7,750.00 applies to all ATAP participants, regardless of the number of courses taken.

(4) Laboratory and technology fees required for course completion will be considered part of the cost of the course and count as part of the total yearly funding limits. Registration fees, parking costs, travel expenses, entrance exams, graduation fees, the cost of books and materials, and all other miscellaneous expenses will not be funded by the ATAP. ATAP does not fund non-acquisition or non-business related courses.

(5) The ATAP funding is limited to one educational goal and will not exceed five consecutive FYs. ATAP will not be used to fund courses towards a second acquisition bachelor's or master's degree. ATAP will not be used to fund professional degrees (i.e.

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PhDs, MDs or JDs), certificate programs or any other USAASC centrally funded program unless an exception is granted by the DDACM in advance.

(6) Payments are electronically transferred to the college or university when the school presents proper documentation in accordance with the billing instructions in Section C6 of the SF182.

e. Reimbursement:

(1) The ATAP participant is required to 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 by money order, certified or personal check and payable to the U.S. Treasury and mailed to: U.S. Army Acquisition Support Center, Attention: ATAP Program Manager, 9900 Belvoir Road, Suite 101, Bldg 201, Fort Belvoir, VA 22060-5567.

(2) Full repayment must be received within 30 days of notice. If full reimbursement is not received the student will be considered inactive in ATAP until full payment is received. The student will be eligible for reinstatement once full payment is received.

f. Continued Service Agreement (CSA):

(1) Permanent Army acquisition workforce civilians selected to participate in the ATAP must complete a CSA (or Active Duty Service Obligation for MOS 51C NCOs) during the application process. Applicants will be denied training if they fail to sign a CSA as part of their application process. Supervisors will ensure the applicant is informed in advance of the obligation. A signed copy of the agreement must be maintained in the organization's case file. The period of obligated service begins the day after the completion of the program. The employee is in full pay status while participating in ATAP.

(2) Supervisors at all levels are charged to protect the Government's interests should an employee fail to successfully fulfill his/her signed training agreement by not completing the continued service obligation period. The supervisor, or a designated official, will review the status and circumstances of each unexpired agreement to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Managers should contact the Civilian Personnel Advisory Center (CPAC) immediately if it appears that an obligated service agreement may not be fulfilled.

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(3) The applicant is agreeing to the terms and period of obligated service. The total number of ATAP funded classes listed in the chart below will be used to determine the 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

(4) Employees voluntarily dropped from the program are required to fulfill a period of obligated service three times the amount of time the employee participated in the program or reimburse courses funded by ATAP. Employees involuntarily dropped from the program do not have to reimburse funds but is required to fulfill a period of obligated service three times the amount of time the employee participated in the program. The determination on whether or not an employee is involuntarily removed from the program will be decided on a case by case basis.

(5) Reimbursement is required prior to departure from the Federal Government when the service obligation has not been fulfilled. Training costs include course tuition, lab and technology fees. Salary and benefits are not included in the cost of training. If the employee fails to complete the obligated service period, action will be taken to recover training costs. USAASC has the option of recovering the cost of training by setoff against accrued pay, compensation, retirement credit, or other monies due the employee if the employee fails to serve in the Federal Government for the agreed amount of time.

g. Consequences for Academic Failures and No-Shows.

(1) Army acquisition workforce members who academically fail a resident Defense Acquisition University (DAU) course required for their acquisition certification will not be eligible to participate in the ATAP. These Army acquisition workforce members will remain ineligible for ATAP until they successfully meet their certification requirements.

(2) The program restrictions listed in the above paragraph will also apply to any Army acquisition workforce members who are enrolled in any resident DAU course (regardless if the course is required for certification or not) and fail to show up for the class. The DACM Office and the DAU consider these students "no-shows". This status can negatively impact the Army's future seat allocations for these courses. "No-show"

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Army acquisition workforce members will remain ineligible to apply for ATAP for a period of one year starting on the last day of the scheduled resident course for which they failed to appear.

6. PROCEDURES:

a. Eligibility. Army acquisition workforce civilians must be a permanent member of the Army acquisition workforce at the time of submitting their application in AAPDS. Applicants applying for classes towards a master's degree must be, at a minimum, DAWIA Level II certified in their current Army Acquisition Career Field (ACF) **and** meet their required level certification in their current position. All applicants must have been fully accepted to an accredited educational institution and be certified in their current position and level at time of submitting their application in AAPDS except as noted in paragraphs 1 and 2 below.

(1) If an applicant has met their original certification requirement and was recently promoted and the next level of certification is required, the applicant may still be eligible to apply for the ATAP*.

(2) MOS 51C NCOs and permanent Army acquisition civilians in Business – Cost Estimating (P); Contracting (C); Science & Technology Manager (I); Engineering (S); and Test and Evaluation (T) ACFs may still be eligible to apply for the ATAP even if they have not met their certification requirement*.

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

b. Application:

(1) The ATAP application is an automated process using AAPDS. Instruction for accessing AAPDS will be contained in the announcement. Once logged into Career Acquisition Personnel and Position Management Information System (CAPPMS), applicants must complete their application in accordance with the instructions in the announcement and in the automated application procedures. Applicants may only submit one application per announcement. MOS 51C NCOs may only apply for "bachelor's degree or business hours required for certification".

(2) The ATAP PM receives and reviews all submitted applications for eligibility accuracy, and completeness. The PM will return any applications for the applicant to correct any non-approved courses (i.e. basket weaving) listed on their IDP and any other identified administrative corrections. The applicant must resubmit their corrected application in AAPDS no later than the closing date of the announcement. The ATAP

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PM will forward correctly completed and submitted applications to the Review Board for consideration of funding.

c. Review Board Process:

(1) All applications going before the Review Board will receive fair and equitable evaluation under the announcement and Review Board process. The Review Board evaluates and compiles a Relative Standing List (RSL) of eligible applications and provides the RSL to the ATAP PM.

(2) The ATAP PM compiles application statistics and provides the RSL to the DDACM. The DDACM approves applicants for acceptance into the ATAP based on the RSL and availability of funds. The DDACM has final approval authority.

(3) The ATAP PM notifies applicants via email of approved results and provides a list of selected applicants to USAASC WMD for widest dissemination to the acquisition workforce community.

d. ATAP Acceptance. Selectees *must* notify their first and second line supervisors of their selection into the program. The new participant *must* acknowledge their selection into the program by responding to the selection notification email from the ATAP PM. The new participant *must* become familiar with the ATAP Policy and Procedures and provide a copy to their supervisor.

7. LABOR RELATIONS. Organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

8. EFFECTIVE DATE AND IMPLEMENTATION. The policy and procedures supersede previous ATAP policy effective immediately.

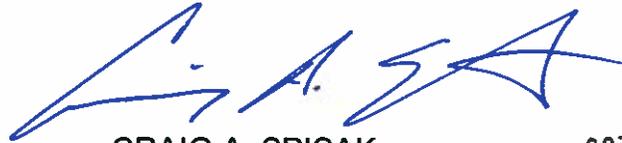
9. POLICY SUPPORT. For questions regarding your individual requirements outlined within this policy, please contact the USAASC Army DACM Office via the Career Acquisition Portal:

<https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>, or
Commercial: (575) 678-2247.

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10. PROPONENT. The proponent for this policy is the ATAP PM, Uhura Smith, of the USAASC Army DACM Office, email: uhura.n.smith.civ@mail.mil, or commercial: (703) 805-1241.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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