

Army Acquisition Professional Development System (AAPDS) Instructions

How to create and submit your SF 182s

Log into CAMP: <https://rda.altess.army.mil/camp/>

Click on CAPPMS

Click AAPDS

Log into your Student module

QUICK GUIDE

STEP 1: Have your courses listed properly in your IDP and approved by your Supervisor

- *Click IDP tab within CAPPMS
- *Course listed in the Education Plan section of the IDP
- *Status listed as Planned
- *ATAP listed as 'Planned Funding Source'
- *Approved by Supervisor

Note: once you have a course listed as approved in your IDP, do not change the dates again in the IDP. Change the dates in the AAPDS system when submitting an actual SF 182. The system will allow you to change the dates there (this will avoid having to have your Supervisor reapprove the IDP).

STEP 2: Create SF 182

- *Click AAPDS tab within CAPPMS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the SF 182 icon for the next class want to take (in the Create Forms column). **If class isn't displayed, then see Step 1 and get the course listed properly in your IDP.**
- *Fill out online SF 182 form. It will automatically populate a lot of the necessary information, pulling info from your IDP as well as your ACRB. You only need to fill out the required fields though you can fill in the rest if you like (however, they are not mandatory). Fields with the brown arrow are required. The system will enforce the ATAP funding limits based upon which degree program (or business hours) you are in.
- *Once you submit the SF 182, you will get an email confirmation (also courtesy copied to your supervisor). When the SF 182 is funded and uploaded back to AAPDS, you will receive another email notification.
- *REMINDER: the online SF 182 submission bypasses the supervisor and routes directly to the ATAP coordinator. No Supervisor and/or Training Coordinator signature is required. The only two signatures on any future SF 182s will be the ATAP Coordinator and the Resource Manager. Your Supervisor's name and phone number will be typed in the Supervisor block, however.

*When student submits a SF 182, the status stays as 'Planned' until it is approved; however, the option to click 'SF 182' disappears. The option for SF 182 will appear in the 'Forms Completed' column when it is funded and uploaded to the system.

STEP 3: Retrieve funded SF 182

- *Wait until USAASC apply funds
- *You will receive an email notification that the SF 182 is loaded into AAPDS
- *Click AAPDS tab within CAPPMS
- *Click Student Module option
- *Click Planned/Enrolled tab option
- *Click the SF 182 icon for the course in the 'Forms Completed' Column.
- *A fully funded SF 182 .pdf will open. You may save that, email it, fax it, etc. to your school budget POC. ATAP participants are responsible for getting the funded SF 182 to their school.

SCREEN SNAPSHOTS

<https://rda.altess.army.mil/camp/> (CAMP/CAPPMIS webpage)

Have your IDP listed properly AND approved by your Supervisor

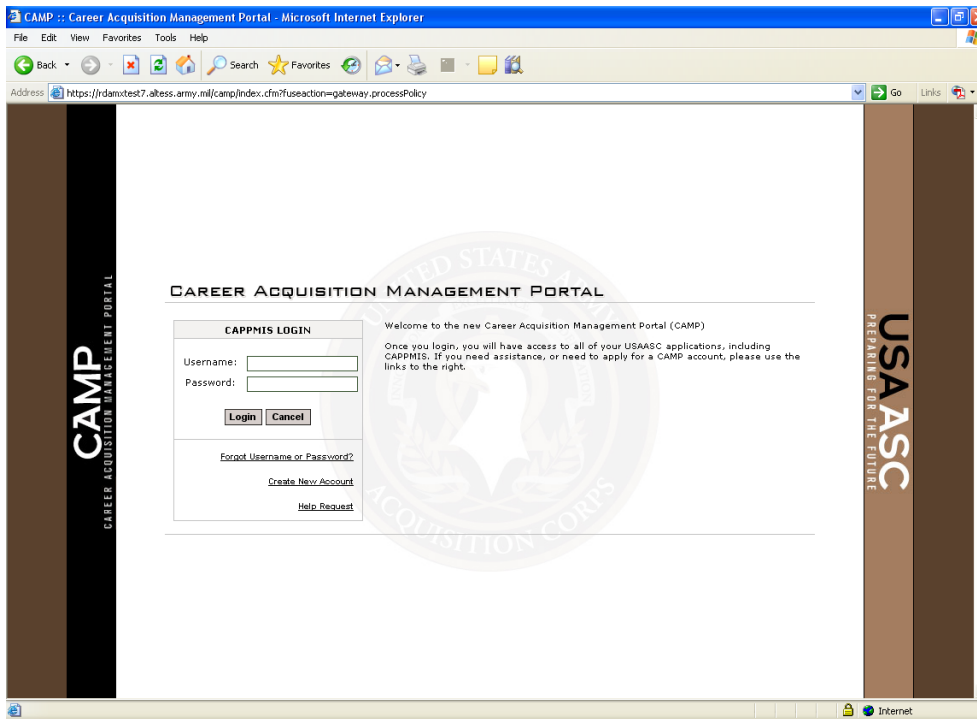
The screenshot shows the 'Edit Education Course' form in the CAMP/CAPPMIS system. The form is titled 'Edit Education Course' and includes a note: 'NOTE: Please complete all the required fields below.' The form fields are: Course ID (MGT 560), Course Title (ETHICAL ISSUES IN BUS/SOCIETY), Projected Start (05/31/2008), Projected End (07/26/2008), Status (Planned), Provider (MARYMOUNT UNIV, VA), Objective, Point of Contact, CL Points Requested (30), Estimated Book Cost (0), Estimated Tuition Cost (0), and Planned Funding Source (ATAP). The 'Status' and 'Planned Funding Source' fields are circled. The form also includes a 'Save and Finish >>' button and a 'Cancel' button. The page is part of a sequence of 1/1 items.

*For the AAPDS to work, you must have your courses listed properly in your IDP:

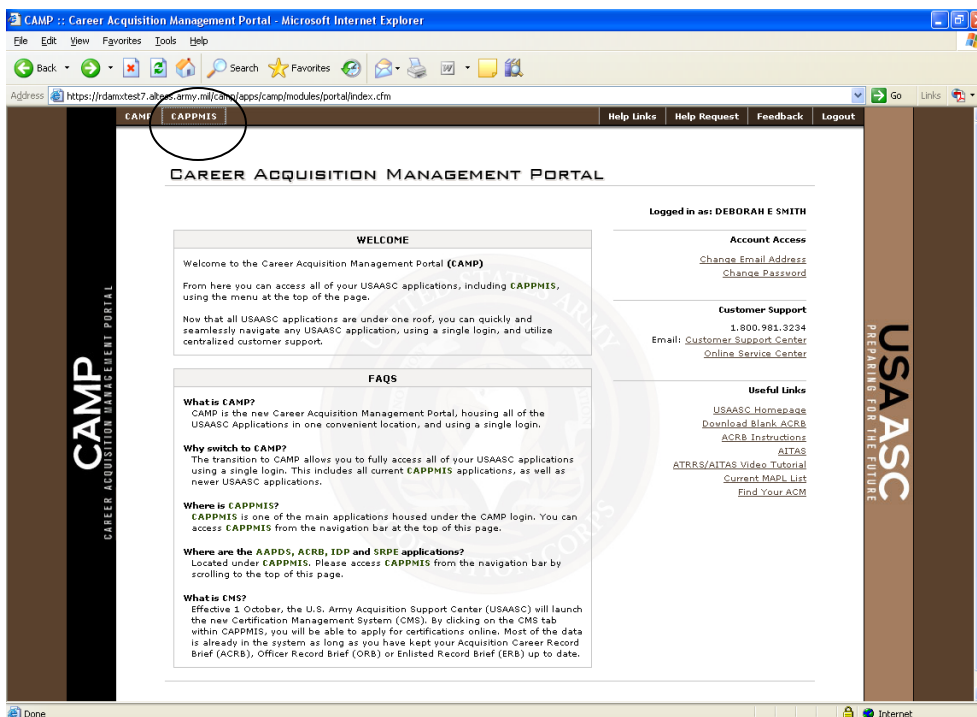
1. Be in the Education Plan Section of the IDP
2. Listed as Planned/Enrolled
3. ATAP listed as the Planned Funding Source

*Have your Supervisor approve this course and/or any changes you make to it (SEE EXAMPLE ABOVE)

*If there are course changes to the curriculum, a new class must be added and approved by the supervisor in the IDP. Do not edit a class that is already approved on the IDP.



Log into CAMP



Once logged into CAMP, click CAPPNIS



Click on AAPDS (Army Acquisition Professional Development System)



Click on Student Module to access your account

CAPPMS supporting the acquisition workforce

HOME ACRB IDP IDP ADMIN SRPE CMS ITARS REPORTS WFM AAPDS AAC MS

Home Apply Supervisor Review Student Module Review Board Module Event Setup Event Review Student Manager Module
Resource Manager Module Admin Module Read Only Applications SF1034 Logs

Student Program Information
[ATAP](#) [Student Loan Repayment](#) [Planned/Enrolled](#) [Course History](#)

ATAP Program Information

Program Information	Fiscal Year	Allocated Tuition Dollars for Fiscal Year	Tuition Dollars Remaining for Fiscal Year
Program Status: ACTIVE Program Type: Masters Program End Date: 09/30/2010 Tuition Funding Limit Per Course: \$2,050.00 Book Funding Limit Per Course: \$150.00	2010	\$ 500.00	\$ 175.00

Please contact the Coordinator () at if you require any changes to this information

[ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#) - [ATAP Billing Instructions](#)
 For PDF versions of Official DoD forms visit the [DoD Forms Management Program](#)

Security/Privacy System Requirements DOD Computer User Text Links ATRRS/AITAS Video Help

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USA ASC PREPARING FOR THE FUTURE

On this page you can view your ATAP Program information

- Program Type (AA, BA, MA, or Business Hours)
- Program End Date (according to what you had on your ATAP application or ATAP Funding Update)
- Funding limit per course
- Book reimbursement limit per course
- Tuition Allocation for a given fiscal year (this is based upon what the student has asked for)
- Tuition amount remaining per FY (this number changes once the Program Manager approves an SF 182)

Note: The numbers on this page are used for tuition allocation only. The cost for books does not factor into these number as this is tracked internally. Also, these numbers are input by the Program Manager. The tuition amount listed does not come from course requests on the IDP.

CAPPMS :: Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altess.army.mil/camp/apps/cappmis/modules/aapds/index.cfm?fuseaction=cStudent.showStudent&spid=927§ion=planned

CAPPMS :: Army Acquisition Professional Development System

Help Links Help Request Feedback Logout

CAPPMS supporting the acquisition workforce

HOME ACRB IDP IDP ADMIN SRPE CMS ITARS REPORTS WFM AAPDS AAC MS

Home Apply Supervisor Review Student Module Review Board Module Event Setup Event Review Student Manager Module

Resource Manager Module Admin Module Read Only Applications SF1034 Logs

Student Program Information

[ATAP](#) [Student Loan Repayment](#) [Planned/Enrolled](#) [Course History](#)

ATAP Planned / Enrolled

NOTE: Planned courses are approved courses in your IDP for which you requested funding. After you submit your SF 182, the status will be changed to "Enrolled".

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
CAMP101	CAMP Demo 101 (ATAP)	AERO-SPACE INSTITUTE	PLANNED	03/03/10	03/31/10	SF182 Pending Cancellation	
KAS 102	Kims Test Course2	ADELPHI UNIV	PLANNED	02/27/10	03/18/10	SF 182	
KAS 103	Kims Test Course3	ACADEMIC NORTH CHURCH	PLANNED	04/03/10	04/15/10	SF 182	
KAS 201	Kims Test Course 201	AEROTECH CHEYENNE	ENROLLED	03/03/10	03/27/10	SF 1034 Submitted	SF 182
KAS 201	Another Test 2	A. R. T. TECHNICAL COLLEGE	ENROLLED	03/02/10	03/31/10	SF 1034 Submitted	SF 182
test econ	econ 101	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/10	01/30/10	SF 182 Submitted	SF 1034 Approved

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[ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#) - [ATAP Billing Instructions](#)

For PDF versions of Official DoD forms visit the [DoD Forms Management Program](#)

[Security/Privacy](#) [System Requirements](#) [DOD Computer User](#) [Text Links](#) [ATRRS/AITAS Video Help](#)

CAMP CAREER ACQUISITION MANAGEMENT PORTAL

USAASC PREPARING FOR THE FUTURE

Trusted sites | Protected Mode: Off 100%

4 Microsoft... USAASC - Or... CAPPMS - Ar... CAPPMS - Ar... ATAP 1034 Su... ATAP SF 182 S... 9:53 AM

- Click on **Planned/Enrolled** to view the ATAP courses you are currently in or plan to take
- On this page, you can generate a SF 182 and submit for funding. The SF 1034 (as detailed in the 1034 Submission Instructions) can be created here.
- To create and submit a SF 182 for a new course, click on the 'SF 182' icon (circled above) for the course you are planning on taking. The next three screens will show you what it looks like to fill in the online SF 182 form for a course. The example used is KAS 102 (as listed above)
- Click on SF 182 for KAS 102

CAPPMS :: Army Acquisition Professional Development System - Windows Internet Explorer

https://damtest7.altes.army.mil/camp/apps/cappmis/modules/aapds/index.cfm?fuseaction=cFormManagement.createSF182&type=sf182&ccid=32E3CDF

CAPPMS :: Army Acquisition Professional Development System

Create SF182

SF182 for KAS 102 - Kims Test Course2

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency Code Subelement

B. Request Status: 1-Initial

SECTION A - TRAINEE INFORMATION

1. Name: AKINS CORY

2. Social Security Number: XXX-XX-2407

3. Date of Birth: 02/04/1984

4. Home Address: 426 MAIN STREET, CHRISTIANBURG, FL 33193

5. Home Telephone Number: (540) 427-1375

6. Position Level: a. Non-Supervisory

7. Organization Mailing Address: Street: asdf, City: asdf, State: AP, Zip: 24084

8. Office Telephone Number: (777) 777-7878

9. Work Email Address: will.nester@us.army.mil

10. Position Title: PROGRAM MANAGER

11. Do you need special accommodation? No. If yes, please describe:

12. Type of Appointment: -- Please Select --

13. Education Level: Bachelor's Degree

14. Pay Plan: YC

15. Series: 0343

16. Grade: 03

17. Step: 00

SECTION B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor: Name: ADELPHI UNIV, Street: asdfds, City: asdf, State: AP, Zip: 23455

1b. Location of Training Site: Street: asdfds, City: asdf, State: AP, Zip: 23455

1c. Vendor Telephone Number:

1d. Vendor Email Address:

2a. Course Title: Kims Test Course2

CAMP
ACQUISITION PROFESSIONAL DEVELOPMENT SYSTEM

USAASC
PREPARE FOR THE FUTURE

Done

CAPPMS :: Army Acquisition Professional Development System - Windows Internet

100%

4 Microsoft... USAASC - Of... CAPPMS - Ar... CAPPMS - Ar... ATAP 1034 Su... ATAP SF182 S... 10:03 AM

Here you have the top of the form. It pre-populates much of the form for you based upon information from civilian personnel (mDCPDS), your IDP, and your ACRB. You need to verify the information it pre-populates as well as you are required to populate the fields with the brown arrows. Some of the pre-populated fields you cannot edit through AAPDS (such as your home address, name, SSN, etc.). You will have to go into your ACRB to edit them or contact the ATAP Coordinator.

CAPPMS : Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altes.army.mil/camp/apps/cappms/modules/asps/index.cfm?fuseaction=cFormManagement.createSF182&type=sf182&ccid=32E3CDF

CAPPMS : Army Acquisition Professional Development System

SECTION B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor
 Name: ADELPHI UNIV
 Street: asdfds
 City: asdf
 State: AP
 Zip: 23455

1b. Location of Training Site
☐ check if same as school
 Street: asdfds
 City: asdf
 State: AP
 Zip: 23455

1c. Vendor Telephone Number
 1d. Vendor Email Address

2a. Course Title: Kims Test Course2
 2b. Course Number Code: KAS 102 i.e. ENG 101

3. Training Start Date: 02/27/2010
 4. Training End Date: 03/18/2010

5. Training Duty Hours: 0
 6. Training Non-Duty Hours

7. Training Purpose Type: Please Select
 8. Training Type Code: None
 9. Training Sub-Type Code: --

10. Training Delivery Type Code: Please Select
 11. Training Designation Type Code: Graduate Credit
 12. Training Credit: # of Credit Hours
 13. Training Credit Type Code: Semester Hours

14. Training Accreditation Indicator: YES
 15. Training Service Agreement Required Indicator: N/A
 16. Continued Service Agreement Expiration Date: N/A

17. Training Source Type Code: Please Select
 18. Training Objectives (250 characters maximum): 250 Characters Left

SECTION C - COST AND BILLING INFORMATION

1. Direct Costs Chargeable
 a. Tuition and Fees: \$ 0.00
 b. Books and Material Costs: \$ 0.00
 c. Total: \$ 0.00

2. Indirect Costs Chargeable
 a. Travel: \$ 0.00
 b. Per Diem: \$ 0.00
 c. Total: \$ 0.00

3. Total Training Non-Government Contribution Cost
 4. Document/Purchasing Order Requisition Number
 Supervisor: SKINS CORY - (777) 777-7878 - will.neader@us.army.mil
 Comments: Enter any comments, requests, urgencies that you may require:

Save Submit Cancel

Security/Privacy System Requirements DOD Computer User Text Links ATRRS/ALTAS Video Help

This is the middle section of the SF 182 form. In this section, you are required to enter your work address, training objectives, and your school's address.

CAPPMS : Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altes.army.mil/camp/apps/cappms/modules/asps/index.cfm?fuseaction=cFormManagement.createSF182&type=sf182&ccid=32E3CDF

CAPPMS : Army Acquisition Professional Development System

4. Training End Date: 03/18/2010

5. Training Duty Hours: 0
 6. Training Non-Duty Hours

7. Training Purpose Type: Please Select
 8. Training Type Code: None
 9. Training Sub-Type Code: --

10. Training Delivery Type Code: Please Select
 11. Training Designation Type Code: Graduate Credit
 12. Training Credit: # of Credit Hours
 13. Training Credit Type Code: Semester Hours

14. Training Accreditation Indicator: YES
 15. Training Service Agreement Required Indicator: N/A
 16. Continued Service Agreement Expiration Date: N/A

17. Training Source Type Code: Please Select
 18. Training Objectives (250 characters maximum): 250 Characters Left

SECTION C - COST AND BILLING INFORMATION

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 a. Travel: \$ 0.00
 b. Per Diem: \$ 0.00
 c. Total: \$ 0.00

3. Total Training Non-Government Contribution Cost
 4. Document/Purchasing Order Requisition Number
 Supervisor: SKINS CORY - (777) 777-7878 - will.neader@us.army.mil
 Comments: Enter any comments, requests, urgencies that you may require:

1 2 3

Save Submit Cancel

Security/Privacy System Requirements DOD Computer User Text Links ATRRS/ALTAS Video Help

You may either you may save and come back later (1), submit the form once you have completed everything (2), or you may cancel what you have been working on and return to the previous screen (3).

You need to ensure that you list the exact start/complete dates as well as the accurate Tuition and Book amounts. It will prompt you upon submitting if you have any errors and/or you have exceeded the funding limits for your program (see examples below). You must fix these errors, before you are allowed to submit.

The screenshot shows a web browser window displaying the CAPPMS (Army Acquisition Professional Development System) interface. At the top, a red error message box contains the following text:

ERROR:

- Our records indicate that you do not have funds assigned for that fiscal year. Please contact your program coordinator.
- The course code is required.
- Training objectives are required.
- The training start date you entered is invalid. Please enter dates in the MM/DD/YYYY format.
- The training end date you entered is invalid. Please enter dates in the MM/DD/YYYY format.
- The Number of Credit Hours is required.

Below the error message is the "Create SF182" form. The form is titled "SF182 for KAS 102 - Kims Test Course2" and is divided into two main sections: "SECTION A - TRAINEE INFORMATION" and "SECTION B - TRAINING COURSE DATA".

SECTION A - TRAINEE INFORMATION

A. Agency Code Subelement	
B. Request Status	1-Initial
1. Name	AKINS CORY
2. Social Security Number	XXX-XX-2407
3. Date of Birth	02/04/1984
4. Home Address	456 MAIN STREET CHRISTIANSBURG, FL 33193
5. Home Telephone Number	(540) 427-1375
6. Position Level	a. Non-Supervisory
7. Organization Mailing Address	Street: asdf City: asdf State: AP Zip: 24084
8. Office Telephone Number	(777) 777-7878
9. Work Email Address	will.nester@us.army.mil
10. Position Title	PROGRAM MANAGER
11. Do you need special accommodation?	No If yes, please describe: 0
12. Type of Appointment	-- Please Select --
13. Education Level	Bachelor's Degree
14. Pay Plan	YC
15. Series	0243
16. Grade	03
17. Step	00

SECTION B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor	Name: ADELPHI UNIV Street: asdfds City: asdf State: AP
---	---

The form is displayed within a browser window with the address bar showing "https://rdamtest7.altess.army.mil/camp/apps/cappmis/modules/asps/index.cfm?fuseaction=cFormManagement.saveSF182&type=sf182". The taskbar at the bottom shows several open applications, including "USAASC - Org...", "CAPPMS - Ar...", and "ATAP 1034 Su...".

(Example of error you are given if you do not populate certain mandatory fields: this error appeared because several required fields were not filled out)

CAPPMS :: Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altest.army.mil/camp/apps/cappmis/modules/asps/index.cfm?fuseaction=cFormManagement.saveSF182&types=sf182

CAPPMS :: Army Acquisition Professional Development System

ERROR:

- The Tuition Cost you entered exceeds your tuition limit of \$2,050.00.
- The Book Cost you entered exceeds the limit of \$150.00.

Create SF182

SF182 for KAS 102 - Kims Test Course2

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency Code Subelement

B. Request Status 1-Initial

SECTION A - TRAINEE INFORMATION

1. Name AKINS CORY
 2. Social Security Number XXX-XX-2407
 3. Date of Birth 02/04/1984
 4. Home Address 456 MAIN STREET
 CHRISTIANBURG, FL 33193
 5. Home Telephone Number (540) 427-1275
 6. Position Level a. Non-Supervisory
 7. Organization Mailing Address Street: asdf
 City: asdf
 State: AP
 Zip: 24084
 8. Office Telephone Number (777) 777-7878
 9. Work Email Address will.nester@us.army.mil
 10. Position Title PROGRAM MANAGER
 11. Do you need special accommodation? No If yes, please describe: 0
 12. Type of Appointment -- Please Select --
 13. Education Level Bachelor's Degree
 14. Pay Plan YC
 15. Series 0243
 16. Grade 03
 17. Step 00

SECTION B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor Name: ADELPHI UNIV
 Street: asdfds
 City: asdf
 State: AP
 Zip: 23455
 1b. Location of Training Site Street: asdfds
 City: asdf
 State: AP
☐ check if same as school

(Example: when you click submit form, it will prompt you to verify the costs and dates. If the displayed costs are incorrect, click cancel and correct them on the form).

After you click OK, it will take you back to your Planned/Enrolled course page (next screen). Upon submitting the SF 182, it will send you a confirmation email as well as courtesy copy your Supervisor. The email is courtesy copied to your Supervisor to keep him/her informed of your educational pursuits funded by USAASC.

CAPPMS :: Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altest.army.mil/camp/apps/cappmis/modules/asps/index.cfm?fuseaction=cStudent.showStudent&pid=927§ions=planned

CAPPMS :: Army Acquisition Professional Development System

CAPPMS supporting the acquisition workforce

HOME ACBS IDP IDP ADMIN SRPE CMS TTARS REPORTS WFM AAPDS AAC HS

Home Apply Supervisor Review Student Module Review Board Module Event Setup Event Review Student Manager Module Resource Manager Module Admin Module Read Only Applications SF1034 Links

ALERT:

- Your SF182 has been submitted successfully.

Student Program Information

[ATAP](#) [Student Loan Repayment](#) [Planned/Enrolled](#) [Course History](#)

ATAP Planned / Enrolled

NOTE: Planned courses are approved courses in your IDP for which you requested funding. After you submit your SF 182, the status will be changed to "Enrolled".

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
CAMP101	CAMP Demo 101 (ATAP)	AERO-SPACE INSTITUTE	PLANNED	03/03/10	03/31/10	SF182 Pending	
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KAS 103	Kims Test Course3	ACADEMIC NORTH CHURCH	PLANNED	04/03/10	04/15/10		
KAS 201	Kims Test Course 201	AEROTECH CHEYENNE	ENROLLED	03/03/10	03/27/10	SF 1034 Submitted	SF 182
KAS 201	Another Test 2	A. R. T. TECHNICAL COLLEGE	ENROLLED	03/02/10	03/31/10	SF 1034 Submitted	SF 182
test econ	econ 101	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/10	01/30/10	SF 182 Submitted	SF 1034 Approved

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Security/Privacy System Requirements DoD Computer User Text Links ATRAS/ATAS Video Help

You will see that the KAS 102 course has been updated to reflect SF 182 submitted (circled above). That will remain the status until USAASC Budget office funds the SF 182.

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HOME ACRB IDP IDP ADMIN SRPE CMS ITARS REPORTS WFM AAPDS AAC HS

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- Your SF182 has been submitted successfully.

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KAS 201	Kims Test Course 201	AEROTECH CHEYENNE	ENROLLED	03/03/10	03/27/10	SF 1034 Submitted	SF 182
KAS 201	Another Test 2	A. R. T. TECHNICAL COLLEGE	ENROLLED	03/02/10	03/31/10	SF 1034 Submitted	SF 182
test econ	econ 101	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/10	01/30/10	SF 182 Submitted	SF 1034 Approved

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Security/Privacy System Requirements DOD Computer User Text Links ATRRS/AITAS Video Help

*After your SF 182 is approved by our Resource Management office you will receive an email and the SF 182 will be available for you to retrieve from AAPDS.

*A new icon of 'SF 182' will be displayed in 'Forms Completed column

*Click on SF 182 and it will open your .pdf. This document is what needs to be submitted to your school's billing office.