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 CAPPMIS
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 CAPPMIS
    *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 CAPPMIS
    *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 CAPPMIS
      *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

*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.
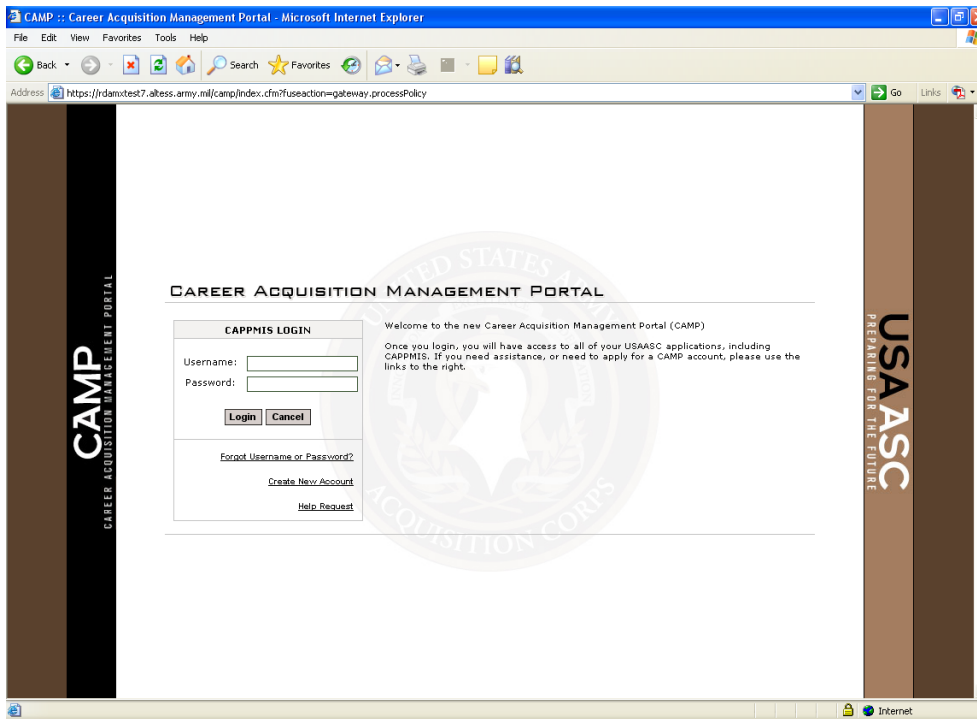
Log into CAMP
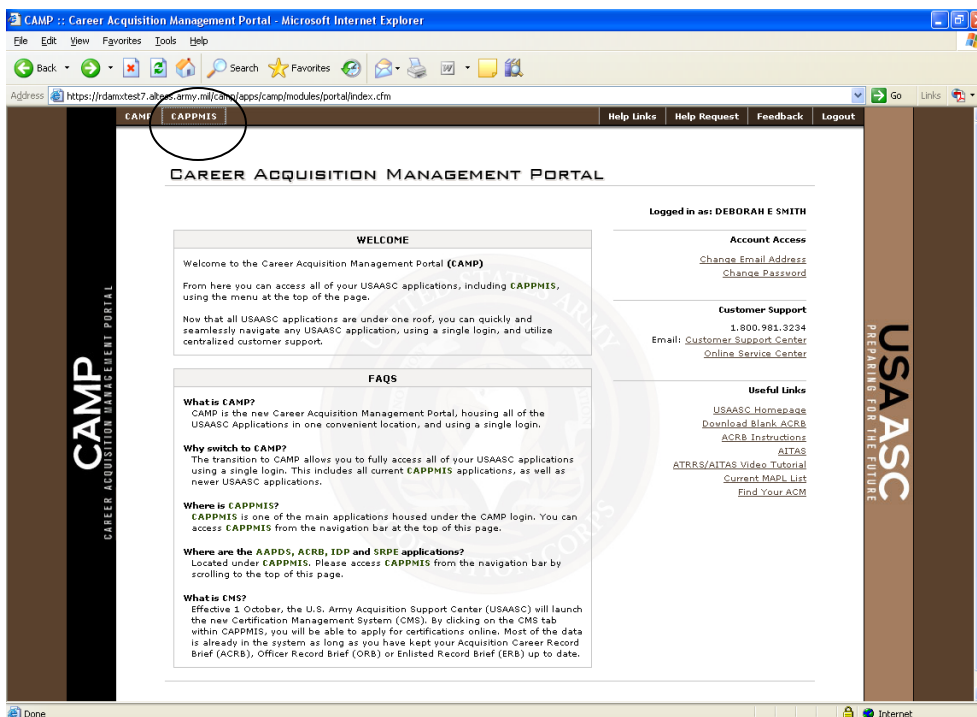
Once logged into CAMP, click CAPPMIS

Click on AAPDS (Army Acquisition Professional Development System)

Click on Student Module to access your account

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.

- 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

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.

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.

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.

(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)

(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.

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.

*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.