



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

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Army 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, 30 March 2012, Subject: Consequences of Academic Failures and No-Shows in Defense Acquisition University (DAU) Resident Courses.

e. Memorandum, USAASC, SFAE, 30 January 2012, Subject: Director Acquisition Career Management Guidance – Enforcement of DAWIA Certification Compliance Policy Memorandum #8.

**2. APPLICABILITY:** This policy applies to the Army Acquisition workforce (AAW) civilians and Military Occupational Specialty 51 Contracting (51C) Noncommissioned Officers (NCOs).

**3. PURPOSE:** This document establishes the policy and procedures for participation in the ATAP program as well as the procedures for the application and selection process. All guidelines and instructions in this ATAP Policy and Procedures and in the posted 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):

(1) Serves as the final approval authority for AAW civilians and MOS 51C NCOs

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selected to participate in the program.

(2) Provides oversight and management of the announcement, Review Board procedures and selection process.

(3) Centrally funds the ATAP program.

(4) Coordinates with Organizational Acquisition Points of Contact (OAPs) and Acquisition Career Management Advocates (ACMAs) to ensure widest dissemination of the ATAP Policy and Procedures and annual announcement.

b. Army DDACM Office, ATAP Program Manager:

(1) Develops, issues, and implements the ATAP Policy and Procedures.

(2) Manages the ATAP budget and processes all requests for tuition assistance.

(3) Publishes the ATAP announcement on the USAASC Army DACM Office website.

(4) 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 monitored.

(5) Provides assistance with submission of the ATAP application in the Army Acquisition Professional Development System (AAPDS) located within the Career Acquisition Management Portal (CAMP)/Career/Acquisition Personnel and Position Management Information System CAPPMS).

(6) Reviews applications and determines eligibility of ATAP applicants.

(7) Plans, organizes and conducts the ATAP selection process.

(8) Provides the DDACM with the Review Board's Order of Merit List (OML) for review and final approval.

(9) Notifies selectees and non-selectees of their selection or non-selection into the program.

c. USAASC, G-8:

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(1) Enters 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.

d. Selectees' Organization/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 selectee's IDP at the completion of each class.

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

(4) Notifies and provides the selectee's servicing personnel office a copy of the completed service agreement for entry into the appropriate official personnel management file.

(5) Informs the ATAP Program Manager and appropriate Personnel Affairs Center if a selectee will fail to fulfill the service obligation.

(6) Notifies the new supervisor, if a change in supervisor occurs, that a service obligation is in effect.

e. Selectees:

(1) Provides accurate fiscal year (FY) budget information to the ATAP Program Manager for each FY they are in the program. Funding in subsequent FYs may be reduced or terminated if funding in the current FY has not been fully executed. Selectees are responsible for funds required beyond the funding limits outlined within this policy and procedures.

(2) Ensures first and second level supervisors are made aware of academic or other challenges that might interfere with success in the program. Each selectee must ensure planned/enrolled courses in AAPDS are accurate at all times by keeping their IDP updated.

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(3) Selects business-related courses from among approved programs of study. Any changes to the approved program of study or to the courses within the program must be coordinated with the ATAP Program Manager prior to making changes.

(4) Provides appropriate substitutes to the ATAP Program Manager prior to the new course start date, prior to enrolling in the course and/or generating an SF182 in CAPPMS when planned courses are canceled, unavailable or conflicts with other courses. The appropriate substitutes must be added to the IDP and ATAP must be selected as the funding source. Failure to provide appropriate substitutes, notify the ATAP Program Manager, update the IDP prior to the course start date, or secure ATAP funding may result in insufficient or no funds for the course.

(5) Notifies the ATAP Program Manager immediately when a change in employment no longer qualifies the selectee for program participation or if acceptance into another training opportunity will interfere with their participation. Notifies the ATAP Program Manager of any position changes.

(6) Completes, at a minimum, one class per term; however, selectees have the option of taking more than one course per term depending on their workload. Selectees are expected to exhaust all funds allocated to them for each FY. Selectees must notify the ATAP Program Manager immediately when allocated funds for the FY will not be exhausted. If additional funds are needed a request for additional funds may be submitted to the ATAP Program Manager in an email. A reason for additional funds must be provided in the request. The ATAP Program Manager will review each request on a case by case basis.

(7) Generates an accurately completed SF182 in AAPDS at least 30-45 days prior to the course start date. Any SF182 submitted after the course start date will be returned without action. It will then be the selectee's or the selectee's organization's responsibility to provide funding. The selectee will receive an automatically generated email when the funded SF182 is ready for retrieval from AAPDS. Each selectee is required to provide a copy of the funded SF182 to their university or college's bursar's office point of contact to initiate the billing process in accordance with Section C6 of the SF182.

(8) Completes all courses with at least a grade of "B" in each graduate course and at least a "C" in each undergraduate course.

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(9) Notifies the ATAP Program Manager immediately upon completing the program, when funds are no longer required or available funds will not be exhausted by the end of the current FY.

(10) Provides final course grades to the ATAP Program Manager within 30 days of course completion. Failure to provide grades within 30 days of course completion may result in loss of future funding and/or removal from the program with a one year restriction before reapplying. A reminder email of this requirement will be sent monthly.

(11) Notifies the ATAP Program Manager if the beginning and/or ending dates on the SF182 are different from the actual beginning and/or ending dates of a course completed or a course presently enrolled.

(12) Ensures the exact tuition, not to exceed the funding limits, is indicated on the SF182. The tuition on the SF182 affects the amount deducted from the allocated funds. The amount on the invoice cannot exceed the amount on the SF182.

(13) Ensures a current and active supervisor is listed in CAPPMS. The ATAP Program Manager cannot approve an SF182 generated in AAPDS for funding without an active supervisor in CAPPMS.

(14) Ensures current email and work number are correct in CAPPMS.

## **5. POLICY:**

### **a. Program:**

(1) The ATAP program is a tuition assistance program that provides funding towards the Defense Acquisition Workforce Improvement Act (DAWIA) educational requirements for AAW civilians and MOS 51C NCOs. ATAP will also fund highly endorsed AAW civilians who are applying for required business hours towards Army Acquisition Corps (AAC) membership or for business hours towards either a bachelor's or master's degree. Courses must be taken during non-duty hours. The ATAP program is announced no later than the 3<sup>rd</sup> quarter of each FY.

(2) MOS 51C NCOs may use ATAP funding for classes towards a master's degree if stated in the posted announcement. MOS 51C NCOs must exhaust their military tuition assistance allocated per fiscal year (FY) before using funds allocated through ATAP.

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b. Eligibility Requirements: AAW civilians and MOS 51C NCOs must meet eligibility requirements identified in the posted announcement in order to apply to ATAP. Eligibility requirements must be maintained while participating in the program or risk removal from the program.

c. Inactive Status:

(1) Selectees are considered to be in an inactive status when they no longer meet their certification level required for their current position due to a promotion or when they have been converted to a non-acquisition position due to a reorganization.

(2) Selectees who are in an inactive status will not receive funding. They will remain inactive until their Acquisition Career Record Brief (ACRB) reflects the appropriate status in order to be made active in the program. Funding will resume after the ACRB reflects the appropriate status for eligibility. However, expenses incurred by the selectee during the inactive status will not be reimbursed.

d. Removal:

(1) Selectees not attending scheduled courses for a period of one term (without prior coordination with the ATAP Program Manager) may be removed from the program 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.

(2) If the selectee receives three grades below the standard, receives three withdrawals, three incompletes or a combination of 3 grades below the standard, withdrawals or incompletes, the selectee will be automatically removed from the program with a one year restriction before reapplying.

e. Learning Institutions:

(1) Funding under the ATAP program 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) 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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f. Programs of Study/Major:

(1) ATAP will fund programs of study or majors when the objective of the program addresses the subject matter in a business context or if the knowledge and skills of the program can be reasonably applied in a business environment.

(2) The program of study and institution may not be changed after an applicant has been selected to participate in the ATAP program.

g. Courses of Study:

(1) ATAP will fund courses required towards achieving AAC membership and masters or bachelor's degrees. College-Level Examination Program and Defense Activity for Nontraditional Education Support (CLEP/DANTES) will also be funded by ATAP. However, the selectee may be required to provide documentation of actual course requirements if the legitimacy of a course is questioned.

(2) Although many accredited colleges and universities have common course titles such as Cost Accounting or Business Law, given the number and variety of courses available at institutions of higher education today and the growing number of specialty areas, to provide a listing of sample course titles would be too limiting. The ATAP Program Manager will consider any course that has an appropriate business application associated with it by reviewing the course description.

h. Funding:

(1) ATAP is centrally funded by the Army DDACM Office for eligible AAW civilians and MOS 51C NCOs. Funding required above the established funding limit is the responsibility of the selectee and/or their organization. Funds will not be used to reimburse expenses incurred by the student or another organization. The Army DDACM Office can reduce or increase the funding limits at our discretion. As resources permit, educational related expenses outlined below would be funded using an SF182 in accordance with ATAP guidance. Selectees are expected to exhausted funds allocated each FY or risk receiving necessary funding in subsequent FYs.

(2) Funding for courses towards a master's degree will not exceed \$2,500.00 per course and \$12,500.00 per FY. The per course and FY limitation applies to all ATAP selectees regardless of the number of credit hours per course or the number of courses taken. Business related semester/quarter hours at the master's level will adhere to these funding limits.

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(3) Funding for courses towards a bachelor's degree will not exceed \$2,000.00 per course and \$10,000.00 per FY. The per course and FY limitation applies to all selectees regardless of the number of credit hours per course or the number of courses taken. Business related semester/quarter hours at the bachelor's level will adhere to these funding limits.

(4) Laboratory and technology fees required for course completion will be considered part of the cost of tuition and count as part of the total FY funding limits. Registration fees, course 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 ATAP. ATAP will not fund non-business related courses (i.e. PSY101) even if the course is required for degree completion.

(5) Funding is limited to one educational goal. ATAP will not be used to fund courses towards a second bachelor's or master's degree regardless if ATAP funding the first one. ATAP does not fund professional degrees (i.e. PhDs, MDs or JDs) or certificate programs. ATAP will not be used to fund courses towards a degree for which there is already an existing Acquisition, Education and Training program.

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

(7) Selectees are not allowed to split funds for any course (i.e. cannot use one government source to fund part of a course and then use ATAP to fund the other portion of the same course). Only one government source may be used for each course.

i. Service Obligation:

(1) The Department of the Army (DA) requires DA civilians selected for non-Government training in excess of 80 hours, or long term training and developmental program in excess of 120 calendar days (Government or non-Government) to complete a Continued Service Agreement (CSA) before assignment to the training. MOS 51C NCOs are required to complete an Active Duty Service Obligation (ADSO).

(2) Eligible applicants must complete the appropriate service obligation during the application process. Applicants will be denied the opportunity to have their application accepted if they fail to complete and sign the appropriate service obligation as part of their application process.



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(3) Supervisors will ensure every applicant is informed in advance of the service obligation. A completed copy of the service obligation will be maintained in the organization's case file. Each selectee is in full pay status while participating in program.

(4) Supervisors at all levels are charged to protect the Federal Government's interests should a selectee fail to successfully fulfill their service obligation. The selectee's supervisor, or a designated official, will review the status and circumstances of each unexpired service obligation to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Supervisors should contact the appropriate Personnel Affairs Center and the ATAP Program Manager immediately if it appears that a service obligation will not be fulfilled.

(5) Selectees are agreeing that upon completion of the training received, they will fulfill the period of obligated service or reimburse the Federal Government, whichever is applicable. Each selectee will indicate the period of obligated service on the required service obligation based upon the curriculum provided at the time of submitting their application.

(6) Each selectee acknowledges that the service obligation does not, in any way, commit the Federal Government to continue their employment. The selectee understands that if there is a transfer of their service obligation within DoD (i.e. Army, Navy, Air Force, Marines) the service obligation will remain in effect until the period of obligated service has been fulfilled at that DoD agency.

(7) The selectee understands and agrees that if they leave the DoD prior to fulfilling the period of obligated service they will be held liable to reimburse the Federal Government for course tuition, lab and technology fees (EXCLUDING salary) in connection with the training.

(8) The selectee understands that any amounts which may be due to the Federal Government as a result of any failure on the selectee's part to meet the terms of the service obligation may be withheld from any monies owed the selectee by the Federal Government or may be recovered by such other methods as are approved by law.

(9) The period of obligated service begins the day after the ending date of the last SF182 funded by ATAP. Therefore, it is very important that the ending dates on each SF182 is accurate. The total number of ATAP funded classes listed in the chart below will be used to determine the period of obligated service. The period of obligated

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service identified on the original service obligation will be reviewed and updated upon completion of the program.

<b>TOTAL NUMBER OF ATAP FUNDED COURSES</b>		
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

j. Reimbursement:

(1) Balances must be paid in full or financial arrangements must be made within 30 days of notification to reimburse or the selectee will be removed from the program. The supervisor will be notified regarding the balance owed to the Federal Government.

(2) The amount of the reimbursement will not be reduced on pro rata basis for the percentage of completion of the period of obligated service.

(3) Full reimbursement is required prior to departure from the DoD. All reimbursements will be made by money order, personal or certified check and payable to the U.S. Treasury and mailed to: U.S. Army Acquisition Support Center, ATTN: ATAP Program Manager, 9900 Belvoir Road, Bldg 201, Suite 101, Fort Belvoir, VA 22060-5567.

k. Reasons for Reimbursement:

(1) An "incomplete" grade or grade below a "B" in graduate courses and below a "C" in undergraduate courses.

(2) Withdrawal or dropped courses outside of the add/drop period established by the school and expenses have been incurred.

(3) Voluntarily leaving the DoD to enter service of another Federal agency or other organization in any branch of the Federal Government before completing the period of obligated service.

(4) Selectees who retire from the DoD before completing the period of obligated service.

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I. Voluntary Separation:

(1) Selectees who voluntarily leave the DoD before completing the period of obligated service agrees to provide their servicing personnel office or training office of the losing agency advance notice of at least ten working days of advance notice. During this timeframe, a determination concerning reimbursement to the losing agency prior to departure to the non-DoD gaining agency will be made. Requests to waive repayment of training dollars will be coordinated with the ATAP Program Manager.

(2) Selectees who voluntary transfer to another DoD service or organization before completing the period of obligated service will provide their servicing personnel office or training office at least ten working days of advance notice. During this timeframe, notification concerning the remaining period of obligated service will be identified and enforced. The selectee and their supervisor of the losing DoD agency will provide a copy of the service obligation to the gaining DoD agency and a copy is to be placed in the selectee's official personnel file of the new agency.

m. Involuntary Separation: Reimbursement does not apply in unusual circumstances, such as serious illness, death of the selectee or involuntary separation of the selectee from the DoD due to no fault of their own.

n. Consequences for Academic Failures and No-Shows:

(1) AAW civilians and MOS 51C NCOs 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 AAW 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 AAW member who is 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 Army 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" AAW 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. Application Process:

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(1) The ATAP application is an automated process using AAPDS. Instructions for accessing AAPDS will be contained in the announcement. Waivers, exceptions or extensions will not be granted to any of the requirements or procedures identified in the announcement.

(2) Once logged into Career Acquisition Personnel and Position Management Information System (CAPP MIS), applicants must complete their application in accordance with the instructions in the announcement. Applicants may only submit one application per announcement.

(3) It is imperative that each applicant makes their first and second level supervisors aware they are applying for ATAP. Alerting the supervisors is important because both the first and second level supervisors must approve/evaluate the application in AAPDS no later than the closing date of the announcement. The second level supervisor must submit the application in AAPDS in order for the application to route to the ATAP Program Manager.

(4) The application will forward to the ATAP Program manager only after the application has been approved in AAPDS by both first and second level supervisors and the final "submit" button is selected by the second level supervisor. The ATAP Program Manager will review and forward only correctly completed applications to the Review Board for consideration of funding. A correctly completed application is one where an applicant followed all instructions identified in the announcement and the application has been submitted in CAPP MIS no later than the closing date of the announcement.

b. Review Board:

(1) All applications going before the Review Board will receive fair and equitable evaluation under the announcement and the Review Board process. The Review Board evaluates all applications and compiles an OML. The Review Board then provides an After Action Review (AAR) of the Board and a copy of the OML to the ATAP Program Manager.

(2) The ATAP Program Manager compiles application statistics and briefs the DACM on the results of the board. The DDACM approves applicants for selection into the program based on board results and availability of funds. The DDACM is the final approval authority of the Board results.

(3) The ATAP Program Manager notifies applicants of approved results via email and provides a list of approved results to the OAPs and ACMAs for widest

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dissemination to the AAW. In addition, the ATAP Program Manager provides feedback based on the AAR from the Review Board to non-selected applicants on how their application could have been improved.

c. Acceptance: Selectees must notify their first and second level supervisors of their selection into the ATAP program. Each selectee must accept their selection into the program by responding to the congratulatory notification email from the ATAP Program Manager. All selectees must become familiar with the ATAP Policy and Procedures and provide a copy to their supervisors. Direct all questions to the ATAP Program Manager.

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

**8. EFFECTIVE DATE AND IMPLEMENTATION**: This policy and procedures document supersedes the 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 Management Portal (CAMP):  
<https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>, or  
Commercial: (575) 678-2247.

**10. PROPONENT**: The proponent for this policy is the ATAP Program Manager, Ms. Uhura Smith, Army DACM Office, email: [uhura.n.smith.civ@mail.mil](mailto:uhura.n.smith.civ@mail.mil), or commercial: (703) 805-1241.

CRAIG A. SPISAK  
Deputy Director  
Acquisition Career Management

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