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Army Director of Acquisition Career Management (DACM)  
Office



The Army Acquisition Tuition Assistance Program (ATAP)

Opening Date: 7 May 2018

Closing Date: 27 July 2018

Board Review Dates: 10 August 2018

**Funding begins for classes with a start date of 1 October 2018**

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The U.S. Army Acquisition Support Center (USAASC) Army DACM office is pleased to announce the ATAP education opportunity. The ATAP provides tuition assistance to eligible Army Acquisition workforce (AAW) members who are pursuing required business hours towards bachelor's degrees, master's degrees, Army Acquisition Corps (AAC) membership or Defense Acquisition Workforce Improvement Act (DAWIA) Certification.

**General Program Information**

The Army DACM Office is the sponsor of the ATAP and will fund cost of tuition, laboratory and technology fees within specified funding limits. Follow all instructions provided in this announcement. Following any other instructions may lead to an incomplete application that will not get forwarded for consideration of funding.

**Funding Information**

Funding for business hours towards a master's degree is limited to \$2,500 per course and \$12,500 per fiscal year (FY). Funding for business hours towards a bachelor's degree is limited to \$2,000 per course and \$10,000 per FY. ATAP will not be used to fund professional degrees (i.e. PhD, MD or JD), dual majors, certifications (other than DAWIA certifications) or certificate programs.

Funding runs concurrently with the FY (1 October – 30 September). Applicants must ensure all business courses from their Individual Development Plan (IDP) required to complete their program of study generate into their application.

Only one government source of funding may be used at a time. For example, one funding source cannot be used to fund part of a course and use ATAP to fund the balance of the same course. MOS 51C NCOs must either exhaust, as much as possible, their military tuition assistance for each FY prior to using ATAP funds or use the ATAP to fund their educational goals.

**Applicant Types**

The ATAP serves a number of applicants, some with differing eligibility requirements. Application types only apply to Army applicants. A full list of ATAP applicant types is provided below.

1. Acquisition civilians pursuing one of the following goals:
  - a. Army Acquisition Corps Membership
  - b. Bachelor's degree in a business discipline
  - c. Formal education required to meet DAWIA Certification in specific Army Acquisition Career Fields (ACF).
  - d. Master's degree in a business discipline.
  
2. Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned officers (NCOs) who require formal education to meet DAWIA certification in the Contracting ACF.

**Eligibility Requirements**

- Army Acquisition workforce civilians coded as “1- Permanent -Tenure Group 1” in the Defense Civilian Personnel Data System and who meet the following eligibility requirements may apply to ATAP:

<b>Army Acquisition Corps Membership</b>
Meet certification level required for current position; and Requesting no more than 24 required business hours towards AAC membership; and Must be fully accepted into a bachelor's or master's degree program; and Be a GS-13 step 1 broad band/pay band equivalent and above
<b>Bachelor's Degree</b>
Meet certification level required for current position; and Must not have a bachelor's degree; and Must be fully accepted into an approved bachelor's degree program at an accredited education institution

<b>DAWIA Certification and/or Education Requirement</b>
<p>Does not meet certification level required for Acquisition Career Field (ACF) below; and  Formal education is required for certification in ACFs below; and  Need required business hours for ACFs below:  Business - Cost Estimating  Contracting  Engineering  Science &amp; Technology Manager  Test and Evaluation</p>
<b>Master's Degree</b>
<p>Must not have a master's degree; and  Be fully accepted into an approved master's degree program at an accredited education institution; and  *Meet certification level required for current position</p>
<p>*Applicants pursuing business/acquisition hours towards a master's degree must be at least Level II certified in their current acquisition position AND meet or exceed their required level of certification in their current acquisition position. For example, applicants who are required to be level I certified in their current acquisition position must have exceeded their certification level required for their current position. All other applicants must meet their required level of certification in their current acquisition position to be eligible to pursue business/acquisition hours towards a master's degree.</p>

- MOS 51C NCOs E-5 through E-7 who meet the following eligibility requirements may apply to ATAP:

<b>DAWIA Certification and/or Education Requirement</b>
<p>Does not meet certification level required for Contracting; and  Need a bachelor's degree required for DAWIA certification; and/or  Need no more than 24 business hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management required for DAWIA certification.</p>

### **How to Apply**

Applicants must meet eligibility requirements no later than the application closing date in order to submit an application for consideration of funding. The ATAP application process is located online in the Career Acquisition Personnel and Position Management Information System (CAPP MIS). Access CAPP MIS at <https://rda.altess.army.mil/camp/>. Click the AAPDS tab. Click "Apply" next to the "ATAP Announcement" to access the online application.

## **Completing the Online Application**

- **Applicant Data:** This section automatically list your acquisition information such as your acquisition status, current acquisition position code and the amount of continuous learning points you have obtained to date. Ensure your work number, email address and supervisor information are accurate.
- **Verification:** Check the small boxes next to “Applicant’s email address”, “Supervisor Verification”, and “ACRB”. You will receive an error message when you attempt to submit your application if these boxes are not checked.
- **College/University, Degree, Major:** A drop down menu of Accredited Universities and Colleges is within this section of your application. The college/university you are attending must be accredited and match the information in your letter of acceptance or verification of enrollment.

**Acquisition Career Record Brief (ACRB):** Ensure your ACRB is accurate prior to submitting 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 CAPPMS. For the areas in the ACRB that cannot be updated by the applicant, please request assistance using our Army DACM Office online [help request](#).

- **Individual Development Plan (IDP):** Include all required business courses for which you are requesting ATAP funding for your entire degree requirements onto your IDP. A Business Course Guide for business hours can be obtained by clicking [here](#).

Use the curriculum you obtained from your school to complete the following steps for adding required business hours to the IDP section of your application:

- ✓ Course ID: i.e. MGT530
- ✓ Course title: i.e. Organization Management). Include tuition amount in parenthesis (i.e. \$2500) next to course title.
- ✓ Projected Start: Projected start must be 1 October 2018 and after
- ✓ Project End: Enter projected end dates
- ✓ Status: “Planned”
- ✓ Provider: Select the name of your school from the drop down menu. If your university is not listed at all please contact the ATAP program manager for assistance.
- ✓ Objective: “Course is required for degree completion”
- ✓ Point of Contact: Enter your school’s academic advisor information or the person who prepared your curriculum

- ✓ CLPs: 10 CLPs per credit hour
- ✓ Course hours: leave blank
- ✓ Course type: leave blank
- ✓ Estimated book cost: \$0. The cost of books is your responsibility
- ✓ Estimated tuition: Enter the exact tuition, including technology and laboratory fees only. If the total amount exceeds the maximum funding limit, enter the maximum amount allowed per each course (master's degree is \$2500 per course and \$12,500 per FY; bachelor's degree is \$2,000 per course and \$10,000 per FY)
- ✓ Planned Funding Source: Select "ATAP"
- ✓ Click the "Save and Finish" button.

Complete the steps above until all business hours required to complete your program of study for which you are requesting ATAP funding are added onto your IDP. ATAP will not provide funding for courses with a start date prior to October 2018. Classes properly completed on the IDP will only feed into your online application if the following conditions have been met:

- ✓ 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 starting date is 1 October 2018 and after
- **Curriculum Verification:** The curriculum verification must list business courses required to complete your degree requirements. This document must be created by the applicant or it can be generated from a document provided by the school listing required business courses. This document will be uploaded into this section. Your IDP must show the same business courses as your curriculum. Confirm with your educational institution the exact course titles and course numbers before uploading to this section. The curriculum must clearly show the following information:
  - ✓ Course Title
  - ✓ Course Number
  - ✓ Exact tuition per course (not to exceed established funding limits)
  - ✓ A brief course description for each course
- **Verification of Enrollment:** Applicants who are currently enrolled in a course(s) or have taken a course(s) will obtain a current verification of enrollment from the school and upload it in this section. The verification of enrollment must show that you are currently enrolled in a course or have taken a class this FY year.
- **Letter of Acceptance:** Applicants who are beginning their program of study 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 into your program of study. All documents must have been received and evaluated. The letter of acceptance must be dated this FY and on school's letterhead. The letter of acceptance must show the degree and program of study you are pursuing. The degree and program of study on the letter of acceptance must match the degree and program of study on your application.

- Continued Service Agreement (CSA):** Applicants are required to upload a completed CSA (Active Duty Service Obligation (ADSO) for 51C NCOs) in this section. The period of obligated service is determined by the total number of ATAP courses you are requesting funding. The period of obligated service begins the day after the ending date of the last funded course. Applicants will be denied the opportunity to have their applications accepted if they fail to include a completed CSA (or ADSO) in the online application.

AAW civilians can obtain a copy of the CSA [here](#). MOS 51C NCOs must contact SFC Diana McInnis at 703-664-5721 or email at [diana.p.mcinnis.mil@mail.mil](mailto:diana.p.mcinnis.mil@mail.mil) to obtain an ADSO.

Use the chart below to determine your projected period of obligated service.

<b>PERIOD OF OBLIGATED SERVICE FOR 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

- Supervisor Endorsement/Review:** This application requires two levels of supervisory approval. One by the 1<sup>st</sup> level supervisor and the other by the 2<sup>nd</sup> level supervisor. The 1<sup>st</sup> and 2<sup>nd</sup> level supervisors must be different supervisors. The applicant must click the submit button in AAPDS to route the application to the 1st level supervisor for review and approval. The application flow from this point is described below:
  - 1<sup>st</sup> Level Supervisor:** The applicant's 1<sup>st</sup> level supervisor, as identified in CAPPMS, will review and approve/disapprove the application by following the online prompts in the supervisor's review section of AAPDS. If approved, the 1<sup>st</sup> level supervisor will identify your 2<sup>nd</sup> level supervisor within the supervisor review section of AAPDS. The 1<sup>st</sup> level supervisor must click the submit button to route the application to the 2<sup>nd</sup> level supervisor for review and approve/disapprove.

- ✓ **2<sup>nd</sup> Level Supervisor:** The 2<sup>nd</sup> level supervisor, as identified by the 1<sup>st</sup> level supervisor, will review your application. Once the 2<sup>nd</sup> level supervisor reviews and approves the application, the 2<sup>nd</sup> level supervisor must click the submit button in AAPDS. Your application will route to the ATAP Program Manager for review. The Program Manager will forward all successfully completed applications to the Review Board for consideration of funding.

### **Additional Program Information and Guidance**

- Contact the ATAP Program Manager, Ms. Uhura N. Smith at [Uhura.n.smith.civ@mail.mil](mailto:Uhura.n.smith.civ@mail.mil) or commercial (703) 664-5732 for additional assistance.
- Applications pending 1<sup>st</sup> and 2<sup>nd</sup> level supervisors' evaluations and approval will not be accepted after the announcement closing date. Waivers or exceptions to any of the requirements in this announcement will not be granted.
- Participants may attend the accredited educational institution of their choice and must attend classes during non-duty hours.
- Participants are required to complete funded courses with at least a grade of "B" in each graduate course and at least a "C" in each undergraduate course. Participants are required to reimburse the Federal Government all costs associated with each course that do not meet the above standards.