



**The Army Acquisition Tuition Assistance Program (ATAP)**

**Opening Date: 2 January 2020**

**Closing Date: 28 February 2020**

**Board Review Dates: 31 March 2020**

**Funding begins for classes with a start date of  
1 April 2020 and after**

**The Army DACM Office has the right to change/modify any dates listed in this document. Please check AAPDS within CAPPMS to confirm any program announcement dates.**

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The Army Director, Acquisition Career Management (DACM) Office is excited to announce the Army Acquisition Tuition Assistance Program (ATAP) education opportunity offering during the second quarter of FY20. The Army DACM Office is the sponsor of the ATAP and will fund the cost of tuition, laboratory and technology fees within specified funding limits. Graduation and travel expenses are not included in the funding. ATAP will not reimburse any expenses incurred by the applicant.

**General Program Information**

The Army DACM Office centrally funds tuition assistance to eligible Army acquisition workforce (AAW) civilians and Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned Officers (NCOs). AAW civilians can pursue credit hours towards bachelor's degrees, master's degrees or required credit hours towards Army Acquisition Corps (AAC) membership. MOS 51C NCOs can pursue required credit hours towards bachelor's degrees to meet their Defense Acquisition Workforce Improvement Act (DAWIA) education requirement. A declared major must be indicated on either the required letter of acceptance or verification of enrollment.

Full or part-time participants may attend an accredited educational institution of their choice. However, participants must attend classes during non-duty hours. Participants are required to take at least one course every semester and must exhaust all funds allocated for each FY or risk reduced funding for subsequent FYs. 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 of all costs associated with each course that do not meet the above standards. Participants are in the program until they complete their degree requirements or administratively removed from the program.

### **Funding Information**

Funding for approved courses towards a master’s degree is limited to \$2,500 per course and \$12,500 per FY. Funding for approved courses towards a bachelor’s degree is limited to \$2,000 per course and \$10,000 per FY. The cost of laboratory and technical fees must be included in the cost of tuition. ATAP will not be used to fund courses towards professional degrees (i.e. PhD, MD or JD), dual majors, or certifications (other than Defense Acquisition Workforce Improvement Act (DAWIA) certifications) or certificate programs. Applicants must ensure all approved courses required to complete their program of study on or their Individual Development Plans (IDP) and generate from their IDP into their application. Tuition, laboratory and technology fees, course dates, and course number/title must all be confirmed with the school prior to submitting the application in CAPPMS/AAPDS.

Only one government source of funding may be used at a time. One funding source will not be used to fund part of a course and ATAP used to fund the balance of the same course. MOS 51C NCOs must exhaust, as much as possible, their military tuition assistance for each FY prior to using ATAP or solely use ATAP funding. . ATAP will not fund a second bachelor’s or second master’s degree, to include post graduate degree, regardless if ATAP funded the first one or not.

### **Applicant Types**

ATAP serves a number of applicants, each with differing eligibility requirements. 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/acquisition discipline
  - c. Formal education required to meet DAWIA Certification in the following Army Acquisition Career Fields:
    - ✓ Contracting
    - ✓ Business – Cost Estimating
    - ✓ Engineering
    - ✓ Science and Technical Manager
    - ✓ Test and Evaluation
  - d. Master’s degree in a business/acquisition discipline
2. MOS 51C NCOs who require formal education to meet DAWIA certification in the Contracting acquisition career field.

3. Department of Defense laboratories designated as Science and Technology Reinvention Laboratories

**Eligibility Requirements**

- Army Acquisition workforce civilians coded as “1- Permanent -Tenure Group 1” in the Defense Civilian Personnel Data System at the time of submitting their application are eligible to apply to ATAP.

<b>AAW civilians pursuing Army Acquisition Corps Membership</b>
Meet certification level required for current Army acquisition position; and Requesting no more than 24 required business hours for AAC membership; and Must be fully accepted into an acquisition/business bachelor's or master's degree program; and Be a GS-13 step 1 broad band/pay band equivalent or above
<b>AAW civilians pursuing Bachelors' Degree</b>
Meet certification level required for current Army acquisition position; and Must not have a bachelor's degree in an acquisition/business discipline; and Must be fully accepted into an acquisition/business bachelor's degree program
<b>AAW civilians pursuing DAWIA Certification/Formal Education</b>
Does not meet certification level required for current Army acquisition position AND/OR formal education (i.e. bachelor's, master's degree or no more than 24 semester hours) is required for certification in the ACFs listed below: Business - Cost Estimating Contracting Engineering Science & Technology Manager Test and Evaluation
<b>AAW civilians pursuing Masters' Degree</b>
Must not have a master's degree in an acquisition/business discipline; and Must be fully accepted into an acquisition/business graduate degree program at an accredited education institution; and Must meet certification level required (minimum level 2 required) in current Army acquisition position

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

**MOS 51C NCOs pursuing DAWIA Certification/Formal Education**

Does not meet certification level required for Contracting in current Army acquisition position; and  
Need a bachelor's degree required for DAWIA certification; and/or

Need no more than 24 credit hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management required for DAWIA certification.

- Department of Defense laboratories designated as Science and Technology Reinvention Laboratories who meet the following eligibility requirements may apply to ATAP:

Must be a permanent (non-temporary/non-term) civilian member of the Army Acquisition Workforce Exception: Per the Section 1109, FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f, 82 Federal Register 43339, eligibility to participate in the ATAP Program is extended to flexible length and renewable term technical appointment employees in the Department of Defense laboratories designated as Science and Technology Reinvention Laboratories (STRs). Term employees not appointed under Section 1109, FY16 NDAA are not eligible for the ATAP Program.

### **How to Apply**

The entire 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 CAPP MIS tab, then the AAPDS tab. Click the “Apply” button next to the “ATAP Education Opportunity – 2nd Quarter FY20” to access the online application.

### **Inform Your 1<sup>st</sup> and 2<sup>nd</sup> Level Supervisors Prior to Submitting an Application**

- **Supervisor Evaluation:** This application requires two levels of supervisory evaluation for approval/disapproval. The first evaluation for approval/disapproval is by the 1<sup>st</sup> level supervisor and the second is by the 2<sup>nd</sup> level supervisor. The 1<sup>st</sup> and 2<sup>nd</sup> level supervisors must be different supervisors. Both supervisors must be available to complete the online evaluation for approval/disapproval no later than the closing date of the announcement. After completing the application, the applicant must click the submit button in AAPDS to route the application to their 1st level supervisor for evaluation and approval/disapproval. 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 CAPPMIS, will evaluate and approve/disapprove the application by following the online instructions in the supervisor's review section of AAPDS. The 1<sup>st</sup> level supervisor will identify the 2<sup>nd</sup> level supervisor within the supervisor review section of AAPDS. Make sure the 2<sup>nd</sup> level supervisor is available to review and approve/disapprove the application before clicking the submit button. After ensuring a 2<sup>nd</sup> level supervisor is available to evaluate and approve/disapprove the application in AAPDS prior to the closing date of the announcement, the 1<sup>st</sup> level supervisor must click the submit button to route the application to the 2<sup>nd</sup> level supervisor to evaluate and approval/disapproval. Both supervisors must approve each application in order for an application to go forward to the Review board for consideration of funding.
- ✓ **2<sup>nd</sup> Level Supervisor:** The 2<sup>nd</sup> level supervisor, as identified by the 1<sup>st</sup> level supervisor, will evaluate and approve/disapprove each application. The 2<sup>nd</sup> level supervisor must click the submit button in AAPDS after the 2<sup>nd</sup> level supervisor evaluates and approves/disapproves the application. The application will route to the ATAP Army DACM Office Program Manager for review. The Program Manager will forward all successfully completed applications to the Review Board for consideration of funding. Both supervisors must approve each application in order for an application to go forward to the Review Board for consideration of funding.
- ✓ **Waiting Event Coordinator:** The application is routed to the Event Coordinator only after the 2<sup>nd</sup> level supervisor clicks the "submits" button in CAPPMIS/AAPDS. At this point, the application is with the Event Coordinator waiting review by the Program Manager. Approved applications will be forwarded to the Review Board for consideration of funding. Results from the Review Board will be provided no later than the Board Review Dates posted on the first page of the announcement.

### **Completing the Online Application**

- **Applicant Data:** This section automatically lists 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 phone number, email address and supervisor information are accurate.
- **Verification:** Check the small boxes next to "Applicant's email address", and "Supervisor Verification". 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. You can also click [here](#) to access to the Database of Accredited Postsecondary Institutions and Programs website. The college/university you are attending must be accredited and match the information in your letter of acceptance or verification of enrollment. Click the drop down arrow next to “Degree” and select the educational goal you are currently pursuing. Type in the major you are pursuing. The major must match the one on your Verification of Enrollment or Letter of Acceptance.
- **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. Please log into CAPPMS for the areas in the ACRB that cannot be updated by the applicant. Be sure to check the small box in this section of your application confirming that your ACRB is current and accurate. You will receive an error message when you attempt to submit your application if this box is not checked.
- **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 2019 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 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 2019. 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 April 2020 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)
    - ✓ Laboratory/Technology fee
    - ✓ A brief course description for each course
    - ✓ Major and/or Concentration (declared major)
    - ✓ Degree you are pursuing
  - **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. The Verification of Enrollment must show the degree and major/concentration (declared major) you are pursuing.
  - **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 full

acceptance into the program of study (declared major) and the degree being pursued. All transcripts must have been received and evaluated by the school. The letter of acceptance must be dated this FY and on the school's letterhead. 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)/Active Duty Service Obligation (ADSO):** Applicants are required to upload a completed CSA or ADSO for 51C NCOs. The period of obligated service is determined by the total number of ATAP courses you are requesting funding for. 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 SSG William Phipps at 703-664-5712 or email at [william.a.phipps.mil@mail.mil](mailto:william.a.phipps.mil@mail.mil) to obtain an ADSO.

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

PERIOD OF OBLIGATED SERVICE FOR 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

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

- Waivers or exceptions (other than those already specified) to any of the requirements in this announcement will not be granted.
- Applicants are strongly encouraged to print out a copy of this announcement and follow the instructions step-by-step when completing the online application.
- 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.