SFAE

6 April 2021

MEMORANDUM FOR Educational Institutions

SUBJECT: The Army Acquisition Tuition Assistance Program (ATAP) Payment Process and Flow Chart
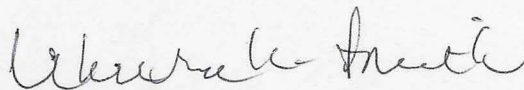
1. The U.S. Army Acquisition Support Center (USAASC) centrally fund tuition, technology and lab fees for our acquisition workforce members who are participating in the ATAP Program. Funding, however, is limited to pre-approved core courses and exams for which academic credit will be awarded and satisfactory grades earned. The student named on the Authorization, Agreement and Certification of Training Standard Form 182 (SF182) is approved to receive funding for the indicated course. Each student is responsible for providing a copy of the funded SF182 to the point of contact at their educational institution. A copy of the ATAP Process Flowchart is attached for your reference.

2. Funding for courses towards a bachelor's degree is limited to $2,000 per course. Funding for courses towards a master's degree is limited to $2,500 per course. Each student is responsible for any difference that exceed the established limits. ATAP will not fund registration fees, parking cost, travel expenses, entrance exams, graduation fees, the cost of books and materials, or expenses that are not tuition, technology or laboratory fee. The SF182 authorizes the educational institution to invoice USAASC, within the above funding limits, the amount of tuition and any applicable technology and technology fees. The amount invoices must match the amount shown in Section C1 of each SF182.

3. Each invoice must have one class per student and must be accompanied by the appropriate SF182. Each invoice must contain, at a minimum, an invoice date, invoice number, school's Cage Code, exact tuition cost, and technology/laboratory fee (if applicable). Annotate tuition, laboratory and technology fees separately on each invoice. Please submit invoices immediately after the add/drop period established by the school. Follow the billing instruction in Section C6 of the SF182 to initiate the billing process and to ensure prompt payment. Each invoice can be emailed to usarmy.belvoir.usaasc.mbx.usaasc-sf182-invoices@ mail.mil.

4. USAASC currently uses General Fund Enterprise Business System (GFEBS) for processing each invoice provided by the school. The Defense Finance and Account System (DFAS) has 30-60 days to electronically transfer payment to each school once DFAS receives the transaction in GFEBS.

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5. If the school should have a need to refund this office for overpayment, a certified check must be made out to U.S. Treasury. Include the name of the student, specific course and a reason for the refund. Each refund must be completed separately.

6. All inquiries must be directed to the ATAP Program Manager, Ms. Uhura N. Smith,uhura.n.smith.civ@mail.mil.

UHURA N. SMITH
ATAP Program Manager

Attachment
ATAP Payment Process Flowchart

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┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐
│                     │         │ PM submits the invoice│        │                     │         │                     │
│ Student generates   │         │ and SF182 in ACDD    │         │ AET Branch Chief     │         │ PM performs the MIRO │
│ SF182               │         │ reviewed folder for RM│  ──►   │ provides hard copy   │  ──►   │ functions by entering│
│ in CAPPMIS/AAPDS    │         │ to submit transaction│         │ documents to PM      │         │ incoming invoices in │
│                     │         │ in GFEBS             │         │                     │         │ GFEBS                │
└─────────────────────┘         └─────────────────────┘         └─────────────────────┘         └─────────────────────┘
          │                               ▲                                                               │
          ▼                               │                                                               ▼
┌─────────────────────┐         ┌─────────────────────┐   OR   ┌─────────────────────┐         ┌─────────────────────┐
│ PM reviews the SF182│         │ PM records the date  │  ──►   │ PM returns document  │         │ PM performs FB02     │
│ in CAPPMIS/AAPDS for│         │ the invoice and SF182│        │ to school for        │         │ function by uploading│
│ funding             │         │ were reviewed        │        │ corrections          │         │ documents in GFEBS   │
└─────────────────────┘         └─────────────────────┘         └─────────────────────┘         └─────────────────────┘
          │                               ▲                                │                               │
          ▼                               │                                ▼                               ▼
┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐
│ PM approves the     │         │ PM reviews the       │         │ School corrects and  │         │ Transaction routes to│
│ SF182               │         │ submitted invoice and│  ◄──   │ resubmits the invoice│         │ the RM office        │
│ in CAPPMIS/AAPDS    │         │ SF182 for accuracy   │         │ IAW billing          │         │                     │
│                     │         │                     │         │ instructions in      │         │                     │
│                     │         │                     │         │ Section C6 of the    │         │                     │
│                     │         │                     │         │ SF182                │         │                     │
└─────────────────────┘         └─────────────────────┘         └─────────────────────┘         └─────────────────────┘
          │                               ▲                                                               │
          ▼                               │                                                               ▼
┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐
│ SF182 routes to RM  │         │ The school initiates │         │                     │         │ DFAS receives        │
│ via CAPPMIS/AAPDS to│         │ the billing process  │  ◄──   │                     │         │ transactions in GFEBS│
│ apply funding and   │         │ IAW billing          │        │         OR          │         │ from RM and disburse │
│ LOA                 │         │ instructions in      │        │                     │         │ payment to each      │
│                     │         │ section C6 of the    │         │                     │         │ school               │
│                     │         │ SF182                │         │                     │         │                     │
└─────────────────────┘         └─────────────────────┘         └─────────────────────┘         └─────────────────────┘
          │                               ▲                                │                               │
          ▼                               │              EITHER            │              OR               ▼
┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐         ┌─────────────────────┐
│ Student receives    │         │ Student provides a   │         │ School does not      │         │ School receives      │
│ auto generated email│  ──►   │ copy of SF182 to     │  ◄──   │ receive payment      │  ◄──   │ payment from DFAS;   │
│ notifying them that │         │ school               │         │                     │         │ payment process      │
│ their funded SF182  │         │                     │         │                     │         │ complete             │
│ is ready for        │         │                     │         │                     │         │                     │
│ retrieval           │         │                     │         │                     │         │                     │
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ATAP PAYMENT PROCESS FLOW CHART