



The Army Acquisition Tuition Assistance Program (ATAP)  
Opening Date: 1 June 2021  
Closing Date: 6 August 2021  
Board Review Dates: 30 September 2021  
**Funding begins for classes with a start date of  
1 October 2021 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. 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 for courses with a start date of 1 October 2021 and after. Graduation and travel expenses are not included in the funding. ATAP will not reimburse any costs incurred by the applicant.

### **General Program Information**

The Army DACM Office centrally funds tuition assistance to eligible Army Acquisition Workforce (AAW) civilians, including Department of Defense laboratories designated as Science and Technology Reinvention Laboratories. Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned Officers (NCOs) are also eligible for tuition assistance. Please refer to specific guidance in this announcement. Each applicant type must meet their eligibility requirements outlined under Eligibility Requirements for each Applicant Type in this announcement.

AAW civilians who meet eligibility requirements in this announcement can pursue credit hours towards bachelor's degrees, master's degrees, or required credit hours towards Army Acquisition Corps (AAC) membership.

AAW civilians who do not meet their level of certification required in their current acquisition position in Business - Cost Estimating, Contracting, Engineering, Science and Technical Manager, and Test and Evaluation and who need formal education, as identified in the [Defense Acquisition University Interactive Catalog](#), may be eligible to apply to the ATAP program to meet the Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements even though they do not meet the level of certification required for their current acquisition position.

MOS 51C NCOs can pursue required credit hours towards bachelor's degrees to help meet the formal education required towards (DAWIA) certification.

Full or part-time participants may attend an accredited educational institution of their choice, and participants must attend classes during non-duty hours. Applicants must indicate a program of study on both the required Letter of Acceptance and Verification of Enrollment. Participants must take at least one course every semester and exhaust all funds allocated for each FY or risk reduced funding for subsequent FYs or removal from the program.

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 for tuition costs, laboratory and technology fees associated with each class that does not meet the above standards. Participants are in the program until they complete their degree requirements or are administratively removed from the program. Applicants can obtain additional information on the ATAP Program by clicking [here](#).

### **Funding Information (IMPORTANT)**

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. Applicants must include the cost of laboratory and technology fees in the price of tuition. ATAP is not used to fund classes towards professional degrees (i.e., Ph.D., MD or JD), dual majors, or certifications (other than Defense Acquisition Workforce Improvement Act (DAWIA) certifications) or certificate programs.

Applicants must ensure all business-related courses required to complete their program of study are on their Individual Development Plans (IDP), approved by their supervisor, and generate from their IDP into their application. Applicants must confirm tuition, laboratory and technology fees, course dates, and course number/title with the school before applying in CAPPMS/AAPDS.

It is imperative that applicants add required business courses to their IDPs, have ATAP listed as the 'Planned Funding Source', and have their supervisor approve courses on their IDP. Following these steps will ensure each course generate from the IDP and into the ATAP application. Applicants must ensure courses have a projected start and

end date if the actual dates are not known when submitting the ATAP application. Applicants must check the box to the left of each course under “Include in Funding Request” to allocate funding for each course. An unchecked box means that the applicant is not requesting funds for that course. The cost of tuition and laboratory and technology fees must be exact. Check with your school for the current price of tuition, laboratory, and technology fees, if applicable. Do not request more funding required; exhaust all funds allocated.

Following these instructions is essential because, if selected into the program, your allocated funding is determined by the tuition (including technology and laboratory fees), not to exceed funding limits indicated in your ATAP application, not your IDP. Applicants must put a placeholder for the total number of courses if exact course information is not available. There is no guarantee funding will be available later. Applicants must carefully follow instructions under the IDP section of this announcement and in the online application. Applicants ensure the correct amount is allocated for their program of study when following these instructions

Applicants can use only one government source of funding at a time. Applicants cannot use military tuition assistance to fund part of a course and use ATAP to balance the same course. MOS 51C NCOs must exhaust, as much as possible, their military tuition assistance for each FY before using ATAP. 51C NCOs also can solely use ATAP funding (recommended) instead of using their military tuition assistance. ATAP will not fund a second bachelor’s or second master’s degree, including a post-graduate degree, regardless of whether ATAP supported the first one.

### **Applicant Types**

ATAP serves several applicants, each with differing eligibility requirements. A complete list of ATAP applicant types is listed below.

1. MOS 51C NCOs who require formal education to meet DAWIA certification in the Contracting Acquisition Career Field.
2. 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:
    - ✓ Business – Cost Estimating
    - ✓ Contracting
    - ✓ Engineering
    - ✓ Science and Technical Manager
    - ✓ Test and Evaluation
  - d. Master’s degree in a business/acquisition discipline
3. Department of Defense laboratories designated as Science and Technology Reinvention Laboratories.

**Eligibility Requirements for each Applicant Type**

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

<b>MOS 51C NCOs pursuing formal education required for DAWIA certification</b>
Does not meet certification level required for current Contracting acquisition position; and
Need a bachelor’s degree required for DAWIA certification; and/or
Need no more than 24 hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management required for DAWIA certification.

- 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 and who meet the following eligibility requirements for their specific education goals may apply to ATAP:

<b>AAW civilians pursuing Army Acquisition Corps Membership</b>
Meet certification level required for the current position; and
Requesting no more than 24 required business hours for AAC membership; and
Be FULLY accepted into a bachelor’s or master’s degree program; and
Be a GS-13 step 1 broadband/pay band equivalent and above

<b>AAW civilians pursuing Bachelor’s Degree</b>
Meet certification level required for the current position; and
Not have a bachelor’s degree in an acquisition or business discipline; and
Be FULLY accepted into a bachelor’s degree program

<b>AAW civilians pursuing formal education required for DAWIA certification</b>
Does NOT meet certification level in CURRENT Army acquisition position AND does not currently have formal education AND require no more than 24 hours in CURRENT Army acquisition position in the following Acquisition Career Fields (ACFs):
Business - Cost Estimating
Contracting
Engineering
Science & Technology Manager
Test and Evaluation

<b>AAW civilians pursuing Master's Degree</b>
Does NOT have a master's degree in an acquisition or business discipline; and
Be FULLY accepted into a master's degree program at an accredited educational institution; and
Meet required certification level (minimum level 2 required) in the CURRENT Army acquisition position.

- 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 to apply to the ATAP.

### **Application Process**

- The ATAP application process requires two levels of supervisory evaluation and requires an online recommendation for approval or disapproval in CAPPMS. The 1st level supervisor completes the first evaluation, and the 2nd level supervisor completes the second evaluation. The 1<sup>st</sup> and 2<sup>nd</sup> level supervisors must be different. Both supervisors must be available to complete the online assessment for approval/disapproval no later than the announcement's closing date.

- Inform your 1<sup>st</sup> and 2<sup>nd</sup> level supervisors of your intent to apply to the ATAP before beginning the ATAP process. Both 1<sup>st</sup> and 2<sup>nd</sup> level supervisors must be aware of your intention to use ATAP because both supervisors have a vital role in the application review process.
- The applicant's 1<sup>st</sup> level supervisor, as identified in CAPP MIS, will evaluate the application by following the online instructions in the supervisor's review section of AAPDS. The 1<sup>st</sup> level supervisor will determine the 2<sup>nd</sup> level supervisor within the supervisor review section of AAPDS. The 1<sup>st</sup> level supervisor must ensure the 2<sup>nd</sup> level supervisor is available to evaluate the application before clicking the submit button. After guaranteeing a 2<sup>nd</sup> level supervisor is available to assess the application in AAPDS before the announcement's closing date, 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 evaluation. Both supervisors must evaluate and approve each application to go forward to the Review Board to consider funding.
- The applicant's 2<sup>nd</sup> level supervisor, as identified by the 1<sup>st</sup> level supervisor, will evaluate each application. The 2<sup>nd</sup> level supervisor must click the submit button in AAPDS after assessing it for the application to route to the ATAP Army DACM Office Program Manager for review. Both supervisors must approve each application in CAPP MIS to go forward to the Review Board to consider funding.
- Completed applications are considered applications evaluated and approved through the 2<sup>nd</sup> level supervisor in CAPP MIS/AAPDS and submitted to the ATAP Program Manager.
- Completed applications are routed to the ATAP Program Manager and are "awaiting review" status. After review, the ATAP Program Manager will forward completed applications to the Review Board to consider funding. Incorrectly completed applications will be returned to the applicant to make necessary corrections and must be resubmitted in CAPP MIS no later than the closing date established in the posted announcement. To be considered for funding, correctly completed applications must be submitted/resubmitted in CAPP MIS no later than the closing date posted in the announcement.
- The ATAP Program Manager will notify the workforce of the approved results no later than the Board Review date posted in the announcement.

### **Completing the Online Application**

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://apps.asc.army.mil/camp/>. Click the CAPP MIS tab, then the AAPDS tab. Click the "Apply" button next to the "ATAP Education Opportunity FY22 Starts" to access the online application. After completing the application, the applicant must click

the submit button in AAPDS to route the application to their 1st level supervisor for evaluation. The steps to the online application mirror the steps below. Applicants must print out this announcement and use the steps below while completing their online application.

- **Applicant Data:** This section automatically lists your acquisition information, such as your acquisition status, current acquisition position code, and the number 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 Information.” 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 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 seeking. 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 before 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 the applicant cannot update. 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 to request ATAP funding for your entire degree requirements onto your IDP. Applicants can obtain A Business Course Guide for business by clicking [here](#).

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

- ✓ Course ID: i.e., MGT530
- ✓ Course title: i.e., Organization Management. Include the exact tuition amount in parenthesis (i.e., \$2500) next to the course title.

- ✓ Projected Start: Enter projected (exact date if known) start date must be 1 October 2021 and after
- ✓ Project End: Enter projected (exact date if known) date
- ✓ 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: Include the course description in this section.
- ✓ 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 applicable. 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” from the drop-down menu
- ✓ Click the “Save and Finish” button.

Applicants must complete the steps above until all required business courses 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 before the date listed in the announcement. The following conditions must be met on your IDP for classes to generate into your online:

- ✓ List courses in the “Education Plan” section of the IDP; and
- ✓ List courses as “Planned”; and
- ✓ List “ATAP” as the Planned Funding Source; and
- ✓ The supervisor approves the courses on the IDP; and
- ✓ The course’s starting date is 1 October 2021 or after.

**NOTE:** You must check the box to the left of each course under “Include in Funding Request”, to receive allocated funding for each business course on your IDP. If you do not check the box to include the course in your IDP Academic Plan, the course will not have funds allocated to it.

- **Curriculum Verification:** The curriculum verification must list business courses required to complete your degree requirements. Applicants create this document or generated it from a record provided by the school showing required business courses. Applicants must upload the document 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:

- a. Course Title
  - b. Course Number
  - c. Exact tuition per course (not to exceed established funding limits)
  - d. Laboratory/Technology fee
  - e. A brief course description for each course
  - f. Major and concentration (declared major)
  - g. The degree you are pursuing
- **Verification of Enrollment:** Applicants currently enrolled in a course(s) or have taken a course(s) will obtain a current confirmation of enrollment from the school and upload it in this section. The enrollment verification 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 you are pursuing. 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 your application's degree and program.
  - **Continued Service Agreement (CSA)/Active-Duty Service Obligation (ADSO):** Applicants are required to upload a completed and signed CSA or ADSO for 51C NCOs. The applicant must include the period of obligated service and digitally or physically sign the CSA and submit it as part of their application.

AAW civilians can obtain a copy of the CSA [here](#). MOS 51C NCOs must contact SFC William Phipps at email [william.a.phipps.mil@mail.mil](mailto:william.a.phipps.mil@mail.mil) to obtain an ADSO.

The applicant must determine the required service period by totaling the total number of ATAP courses you are requesting funding. The period of obligated service begins the day after the ending date on the SF182 of the last funded course. Applicants will be denied the opportunity to have their applications forwarded to the Review Board to consider funding if they fail to upload a correctly completed CSA (or ADSO) in the online application.

Applicants will use the chart below to determine the projected period of obligated service on the CSA (civilians) or ADSO (51C NCOs). The Program Manager will update the period of obligated service at the end of the program to reflect the new beginning and ending dates based on the number of courses the Army DACM Office funded.

<b>PERIOD OF OBLIGATED SERVICE FOR ATAP FUNDED COURSES</b>			
<b>TOTAL NUMBER OF COURSES</b>	1 to 6	7 to 12	13 or more
<b>SERVICE OBLIGATION REQUIRED</b>	12 months	24 months	36 months

**Additional Program Information and Guidance**

- Waivers or exceptions (other than those already specified in this announcement) to any of the requirements 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) for additional assistance and information.