



The Army Acquisition Tuition Assistance Program (ATAP)

Opening Date: 3 January 2022

Closing Date: 26 February 2022

Board Review Dates: 28 March 2022

**Funding begins for classes with a start date of
1 April 2022 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.

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 April 2022 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) members. Applicants must meet eligibility requirements in the announcement in order to submit an application for consideration of funding into the Career Acquisition Personnel & Position Management Information System (CAPPMS) Army Acquisition Professional Development System (AAPDS). Eligible AAW members can pursue courses towards bachelor's or master's degrees in a program identified in the [Business Program Industry List](#) or [Major Field Lookup Table](#). ATAP will not be used to fund courses towards professional degrees (i.e., Ph.D., MD or JD), dual majors, or certifications.

ATAP will not be used to fund a second bachelor's or master's degree identified in the [Business Program Industry List](#) or [Major Field Lookup Table](#) regardless whether ATAP funded the first degree or not. ATAP can be used to fund a second bachelor's or master's degree if the first degree obtained is not a discipline identified in the [Business Program Industry List](#) or [Major Field Lookup Table](#).

Full or part-time applicants may attend an accredited educational institution of their choice while attending classes during non-duty hours. Applicants must indicate a program of study on both the required Letter of Acceptance and Verification of Enrollment. Applicants selected to participate in the program must exhaust all funds allocated during the fiscal year (FY) or risk reduced funding for subsequent FYs or face removal from the program. Applicants selected to participate in the program must ensure their planned/scheduled courses are current in CAPPMIS/AAPDS throughout their participation in the program. The ATAP Program Manager must be notified immediately of any changes to the approved curriculum affecting funding for the current FY.

Applicants selected to participate in the program 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. Applicants selected to participate in the program 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. Applicants selected to participate in the program are required to complete a Service Agreement as part of the application process. Civilian applicants and Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned Officers (NCOs), along with their supervisors, are required to sign a Service Agreement (SA).

Applicants selected to participate in the program are in the ATAP Program until they complete their degree requirements or are administratively removed from the program.

Funding Information (IMPORTANT)

The original application must include all FYs for which funding is being requested. 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, if applicable. Any amount over the funding limit is the responsibility of the participant. Do not request more funding than needed, but exhaust all funds allocated per FY.

Applicants must ensure all business and acquisition 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 submitting their application in CAPPMS/AAPDS.

It is imperative that applicants add all required business courses to their IDPs, have ATAP listed as the 'Planned Funding Source, and have their supervisor approve all business courses on their IDP and that those courses generate from their IDP into their application to be included for funding. Following these steps will ensure each course generate from the IDP and into the ATAP application in CAPPMS/AAPDS. Applicants must ensure courses have a projected start and end date especially if the actual dates are not known when submitting the ATAP application in CAPPMS/AAPDS. Applicants must ensure the box to the left of each course in their application for "Include in Funding Request" has a check mark in it. An unchecked box means that the applicant is not requesting funds for that course.

Allocated funding is determined by the tuition, (including technology and laboratory fees), not to exceed funding limits, indicated in the ATAP application, not the 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 selected to participate in the program are required to use one government source at a time. For example, applicants cannot use military tuition assistance to fund part of a course and use ATAP to fund the balance of the same course.

Eligible ATAP applicants

- **Army Acquisition workforce (AAW) civilians:**
 - ✓ Must be coded as "1 - Permanent -Tenure Group 1" in the Defense Civilian Personnel Data System
 - ✓ Must meet credentials and certification level required for the current position
 - ✓ Must not have a bachelor's degree in an acquisition or business discipline if pursuing a bachelor's degree
 - ✓ Must not have a master's degree in an acquisition or business discipline if pursuing a master's degree
 - ✓ Be fully accepted into a bachelor's or master's degree program at a nationally or regionally accredited university or college of choice

- **Department of Defense (DoD) laboratories designated as Science and Technology Reinvention Laboratories (STRL).** NOTE: Term employees not appointed under Section 1109, FY16 NDAA are not eligible to 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
 - ✓ Must meet credentials and certification level required for the current position
 - ✓ 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 STRLs

- ✓ Must not have a bachelor's degree in an acquisition or business discipline if pursuing a bachelor's degree
- ✓ Must not have a master's degree in an acquisition or business discipline if pursuing a master's degree
- ✓ Be fully accepted into a bachelor's or master's degree program at a nationally or regionally accredited university or college of choice

- **Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned Officer (NCOs)**

- ✓ Must not have a bachelor's degree in an acquisition or business discipline
- ✓ Be fully accepted into a bachelor's degree program at a nationally or regionally accredited university or college of choice

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 1st and 2nd 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.
- Applicants must inform your 1st and 2nd level supervisors of your intent to apply to the ATAP before beginning the ATAP process. Both 1st and 2nd 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 1st level supervisor, as identified in CAPPMS, will evaluate the application by following the online instructions in the supervisor's review section of AAPDS. The 1st level supervisor will determine the 2nd level supervisor within the supervisor review section of AAPDS. The 1st level supervisor must ensure the 2nd level supervisor is available to evaluate the application before clicking the submit button. After guaranteeing a 2nd level supervisor is available to assess the application in AAPDS before the announcement's closing date, the 1st level supervisor must click the submit button to route the application to the 2nd 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 2nd level supervisor, as identified by the 1st level supervisor, will evaluate each application. The 2nd 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 CAPPMS/AAPDS in order for the application to go forward to the Review Board for consideration of funding.
- An application is considered as "complete" when an application has been evaluated and approved through the 2nd level supervisor in CAPPMS/AAPDS, have all required documents correctly completed and uploaded as outlined in this announcement and the application process, and submitted to the ATAP Program Manager for review in CAPPMS/AAPDS.
- 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 for consideration of funding. Incorrectly completed applications will be returned to the applicant to make necessary corrections and must be resubmitted in CAPPMS/AAPDS no later than the closing date established in the posted announcement. Correctly completed applications must be submitted/resubmitted in CAPPMS/AAPDS no later than the closing date posted in the announcement in order to be considered for funding,
- The ATAP Program Manager will notify the workforce of the approved results no later than the Board Review date posted in the announcement. Additional information and instructions will be forwarded to those applicants selected to participate in the program.

Completing the Online Application

The entire ATAP application process is located online in the Career Acquisition Personnel and Position Management Information System (CAPPMS). Access CAPPMS at <https://apps.asc.army.mil/camp/>. Click the CAPPMS 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 for your entire degree requirements in your IDP. Applicants can obtain a Business Course Guide 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 April 2022 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 April 2022 and after
- ✓ **Curriculum Verification:** The curriculum verification must list only business courses required to complete your degree requirements. Applicants create this document or can generate it from a record provided by the school showing required business courses. Applicants must upload the document in the curriculum verification section of your online application. 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 fees, if applicable
 - A brief course description for each course
 - Major and concentration (declared major)
 - 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 the Verification of Enrollment section of your online application. 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 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 be the same as the program of study in your online application.

- ✓ **Service Agreement (SA):** Acquisition civilians and MOS 51C NCOs are required to upload a completed Service Agreement. Both the applicant and supervisor must sign the Service Agreement. Applicants must upload the SA in CAPPMS/AAPDS as part of their application.

AAW civilians and MOS 51C NCOs can obtain a copy of the Service Agreement by clicking [here](#).

Applicants must determine the required period of obligated service by totaling the number of courses requested to be funded by ATAP. The period of obligated service begins the day after the ending date of the last funded SF182. Applicants will be denied the opportunity to have their applications forwarded to the Review Board if they fail to upload a correctly completed SA in the online application.

Applicants must use the chart below to determine the projected period of obligated service on the SA. 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 funded by the Army DACM Office.

PERIOD OF OBLIGATED SERVICE FOR ATAP FUNDED COURSES			
TOTAL NUMBER OF COURSES	1 to 6	7 to 12	13 or more
SERVICE AGREEMENT REQUIRED	12 months	24 months	36 months

Contact the ATAP Program Manager, Ms. Uhura N. Smith, at uhura.n.smith.civ@army.mil for additional assistance and information.