

# ARMY ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP) POLICY

## SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM PREVIOUS ATAP POLICY, 17 JULY 2017
1	References: Updated the list of references
4	Program Description: Added sentence to explain that ATAP “provides for funding for individual college courses, in addition to full Bachelor or Master’s Degree programs.”
5	Responsibilities: Removed Deputy Director, Acquisition Career Management (DDACM) from the list and replaced it with Director, Acquisition Career Management (DACM) with the same responsibilities.
7	Inactive Status: Added sentence to clarify that “Funding will resume after the participant’s Acquisition Career Record Brief (ACRB) reflects the appropriate workforce status and they have met the DAWIA certification level required for their current position.”
10	Programs of Study: Changed sentence to include acquisition, technical, or business related context.
10	Programs of Study: Changed sentence to read “Participants may not change their program of study or institution after approval to participate in ATAP and courses have been funded.”
13.b(4)	Funding: Changed language to read “If ATAP previously funded courses toward the first Bachelor’s or Master’s degree in an acquisition, technical or business-related discipline, ATAP will not fund courses towards a second Bachelor’s or Master’s degree. ATAP will fund courses toward a second Bachelor’s or Master’s degree if the first degree is not acquisition, technical, or business-related.”
17.a	Academic Failures: Updated language to include instructor-led training or virtual instructor-led training courses.



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
103 ARMY PENTAGON  
WASHINGTON, DC 20310-0103

SFAE-ASC

2 June 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Tuition Assistance Program Policy

1. References: See Enclosure.

2. Purpose. This memorandum establishes policy and procedures for participation in the Army Acquisition Tuition Assistance Program (ATAP) and outlines the application and selection process. All guidelines and instructions in this memorandum must be followed. Failure to comply may result in non-selection or removal from the program.

3. Applicability. This policy applies to Army Acquisition Workforce (AAW) civilians and Military Occupational Specialty 51 Contracting (51C) Non-Commissioned Officers (NCOs). It supersedes Reference 1.g.

4. Program Description. ATAP is a tuition assistance program that provides funding for individual college courses, in addition to full Bachelor or Master's Degree programs for AAW civilians and 51C NCOs. Courses must be taken during non-duty hours. The Army, Director Acquisition Career Management (DACM) Office manages the administration of ATAP for the acquisition community and posts the annual program announcement, no later than the third quarter of each Fiscal Year (FY).

5. Responsibilities.

a. Army DACM.

1) Provides oversight and management of the program announcement, Review Board procedures and selection process.

2) Coordinates with the Acquisition Career Management Advocates (ACMAs) and Organization Acquisition Points of Contact (OAPs) to ensure widest dissemination of the ATAP Policy and Procedures and annual announcement. See Reference 1.c and 1.d for more information on ACMAs and OAPs respectively.

3) Centrally funds tuition, laboratory and technology fees for ATAP participants.

4) Serves as the final approval authority for AAW civilians and 51C NCOs approved to participate in the program.

SFAE-ASC

SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

b. Army DACM Office ATAP Program Manager (PM).

- 1) Develops, issues and implements the ATAP Policy.
- 2) Publishes the ATAP announcement on the U.S. Army Acquisition Support Center (USAASC) Army DACM Office website (<https://asc.army.mil/web/dacm-office/>).
- 3) Provides assistance with submission of ATAP applications in the Army Acquisition Professional Development System (AAPDS), a module located in the Career Acquisition Personnel and Position Management Information System (CAPPMIS) within the Career Acquisition Management Portal (CAMP) (<https://apps.asc.army.mil/camp/>).
- 4) Reviews applications and determines eligibility of ATAP applicants.
- 5) Plans, organizes and conducts the ATAP selection process.
- 6) Provides the DACM with the Review Board's Order of Merit List (OML) for review and final approval.
- 7) Notifies applicants of the status of their applications.
- 8) Manages the ATAP budget and processes all requests for tuition assistance.
- 9) Tracks the progress of each ATAP participant to ensure that minimum grade requirements in each class ("B" graduate level or "C" undergraduate level) are maintained and monitors changes to curriculum or funding requirements.

c. USAASC, G-8.

- 1) Enters fund-cite on submitted Standard Form 182 (SF182) (Authorization, Agreement and Certification of Training). Returns the SF182 to the participant via CAPPMIS within seven working days of receipt.
- 2) Processes the SF182 and invoice to the Defense Finance and Accounting System for disbursement of payment to appropriate universities.

d. Participant's Organization/Supervisor.

- 1) Ensures individual, ATAP-funded courses are included and approved on the employee's Individual Development Plan (IDP).
- 2) Approves Continuous Learning Points earned from completed courses by documenting participant's IDP after completion of each course.

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SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

3) Ensures the ATAP PM is notified immediately when a change in employment or acquisition workforce status no longer qualifies their employee to participate in ATAP.

4) Notifies and provides each civilian participant's Civilian Personnel Advisory Center (CPAC) with a copy of the completed Continued Service Agreement (CSA) for entry into the appropriate official personnel management file. See paragraph 14 for more information on CSAs.

5) Notifies and provides each participating 51C NCO's Organizational S-1/G-1 with a copy of the completed Active Duty Service Obligation (ADSO) document for entry into the NCO's Official Military Personnel File (OMPF) and any other appropriate military files. See paragraph 14 for more information on CSAs.

6) Informs the ATAP PM and appropriate CPAC if a participant will fail to fulfill the service obligation.

7) Notifies the new supervisor, if a change in supervisor occurs, that a service obligation is in effect.

e. ATAP Participant.

1) Ensures first and second level supervisors are made aware of academic or other challenges that might interfere with success in the program. Each participant must ensure planned/enrolled course(s) in AAPDS are accurate at all times by keeping their IDP updated.

2) Provides accurate FY budget information to the ATAP PM for each FY they are in the program. Funding in subsequent FYs may be reduced or terminated if funding in the current FY has not been fully executed. Participants are responsible for costs that exceed established funding limits.

3) Selects acquisition, technical or business-related course(s) from among the approved programs of study. Any changes to the approved program of study or to the courses within the program must be coordinated with the ATAP PM prior to making changes.

4) Provides appropriate substitute courses to the ATAP PM prior to the new course start date, prior to enrolling in the course and/or generating an SF-182 in CAPPMS when planned courses are canceled, unavailable, or conflicts with other courses. Appropriate substitutes must be added to the IDP and ATAP must be selected as the funding source. Failure to provide appropriate substitutes, notify the ATAP PM, update the IDP prior to the course start date, or secure ATAP funding may result in insufficient or no funds for a course.

SFAE-ASC

SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

5) Notifies the ATAP PM immediately when a change in employment or acquisition workforce status no longer qualifies a participant in the program or if acceptance into another training opportunity will interfere with their participation. Notifies the ATAP PM of any position changes.

6) Completes, at a minimum, one class per term; however, participants may take more than one course per term depending on their workload. Participants are expected to exhaust all funds allocated to them for each FY. Participants must notify the ATAP PM immediately when allocated funds for the FY will not be exhausted. If additional funds are needed a request for additional funds may be submitted to the ATAP PM via email. A reason for additional funds must be provided in the request. The ATAP PM will review the budget and determine whether or not the request for additional funding can be accommodated.

7) Generates an accurately completed SF-182 in AAPDS at least 30-45 days prior to the course start date. Any SF-182 submitted after the course start date will be returned without action. The participant or the participant's organization will be responsible to provide funding. Participants will receive an automated generated email when the funded SF-182 is ready for retrieval from AAPDS. Each participant is required to provide a copy of the funded SF-182 to their university or college's bursar's office point of contact to initiate the billing process in accordance with the billing instructions in Section C6 of each SF-182.

8) Completes all courses with at least a grade of "B" in each graduate course and at least a "C" in each undergraduate course.

9) Notifies the ATAP PM immediately upon completing the program, when funds are no longer required or available funds will not be exhausted by the end of the current FY.

10) Provides final course grades to the ATAP PM within 30 days of course completion. Failure to provide grades within 30 days of course completion may result in loss of future funding and/or removal from the program with a one year restriction before reapplying. The ATAP PM will send the participant, on a monthly basis, a reminder email of this requirement.

11) Notifies the ATAP PM if the start and/or end dates on the SF-182 are different from the actual start and/or end dates of a course completed or a course presently enrolled.

12) Ensures the exact tuition, not to exceed the funding limits, is indicated on the SF-182. The tuition on each SF-182 affects the amount deducted from the allocated funds. The amount on the invoice cannot exceed the amount on the SF-182.

SFAE-ASC

SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

13) Ensures a current and active supervisor is listed in CAPPMIS. The ATAP PM cannot approve an SF-182 generated in AAPDS for funding without an active supervisor identified in CAPPMIS.

14) Ensures their current email and work number are correct in CAPPMIS.

6. Eligibility. AAW civilians and 51C NCOs must meet eligibility requirements identified in the posted announcement in order to apply to ATAP. Participants must maintain eligibility requirements while in the program or they risk removal from the program.

7. Program Status.

a. Participants are considered to be in an inactive status within ATAP, pending correction of workforce status, if they no longer meet the Defense Acquisition Workforce Improvement Act (DAWIA) certification level required for their current position due to a promotion or a lateral move to a different acquisition Functional Area. Funding will resume after the participant's Acquisition Career Record Brief (ACRB) reflects the appropriate workforce status and they have met the DAWIA certification level required for their current position. The DACM Office will not reimburse any educational expenses incurred while the participant is in an inactive status.

b. Participants who, through reorganization or reassignment, are converted to a non-acquisition coded position, will be made inactive in the program. They will remain in an inactive status until their ACRB reflects that they meet eligibility requirements to participate in the program. Eligibility must be reflected on their ACRB prior to the next scheduled quarter, in order to remain active in the program and receive Army DACM Office funding. Participants who do not meet the eligibility requirements will no longer receive Army DACM Office funding.

8. Removal.

a. Participants not attending scheduled courses for a period of one term (without prior coordination with the ATAP PM) may be removed from the program and be required to reapply after one year, starting from the date of removal. The ATAP PM will review attendance on a quarterly basis. Due to funding constraints, there is no guarantee that ATAP funds will be available at the time of application.

b. Participants who receive three grades below the standard, three withdrawals, three incompletes, or a combination of the above, will automatically be removed from the program. They will be restricted from reapplying to ATAP for one year, starting from the date of their removal from the program.

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SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

#### 9. Educational Institutions.

a. Funding under the ATAP will support educational pursuits through all schools and programs of study that are nationally or regionally accredited by the U.S. Department of Education. The Database of Accredited Postsecondary Institutions and Programs is located at <http://ope.ed.gov/accreditation/Search.aspx>.

b. ATAP will fund non-traditional modes of learning (courses via television, satellite, and on-line) when the courses are included in the program of study and are part of the school's alternate modes of training.

#### 10. Programs of Study.

a. ATAP will fund programs of study when the objective of the program of study addresses the subject matter in an acquisition, technical or business-related context, or if the knowledge and skills of the program can be reasonably applied in an acquisition, technical, or business environment.

b. Participants may not change their program of study or institution after approval to participate in ATAP and courses have been funded.

#### 11. Individual Courses.

a. ATAP will fund individual courses in addition to full Bachelor's or Master's degree programs. College-Level Examination Program and Defense Activity for Nontraditional Education Support (CLEP/DANTES) will also be funded by ATAP. Participants may be required to provide documentation of actual course requirements if the legitimacy of a course is questioned.

b. The ATAP PM will consider any course that has an appropriate acquisition, technical, or business-related application associated with it by reviewing the course description.

#### 12. Application and Selection Processes.

##### a. Application.

1) The ATAP application is an automated process using AAPDS. Instructions for accessing AAPDS will be contained in the program announcement. Waivers, exceptions or extensions will not be granted to any of the requirements or procedures identified in the announcement.

SFAE-ASC

SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

2) Once logged into CAPPMS, applicants must complete their application in accordance with the instructions in the announcement. Applicants may only submit one application per announcement.

3) It is imperative each applicant makes their first and second level supervisors aware that they are applying for ATAP. Alerting the supervisors is important because both the first and second level supervisors must evaluate and approve the employee's application in AAPDS no later than the closing date of the announcement. The second level supervisor must submit approval of the application in AAPDS in order for the application to be routed to the ATAP PM.

4) The application will forward to the ATAP PM only after the application has been approved in AAPDS by both first and second level supervisors and the final "submit" button is selected by the second level supervisor. The ATAP PM will review and approve completed applications for evaluation. A completed application is one in which: (a) an applicant has completed and submitted their application in accordance with the instructions outlined in the announcement and (b) both the applicant's first and second level supervisors have approved the application in CAPPMS no later than the dates established in the announcement.

b. Evaluation.

1) All applications approved for consideration of funding are scored based on predetermined criteria available in the applicant's ACRB, using an approved word picture and scoring matrix. The ATAP PM verifies scores and information on all applications and compiles an OML.

2) The ATAP PM compiles application statistics and briefs the Army DACM on the results of the OML. The DACM approves applicants for participation into the program based on availability of funds. The DACM is the final approval authority of the OML.

3) The ATAP PM notifies applicants of approved results via email and provides a list of approved results to the OAPs and ACMAs for widest dissemination to the AAW.

c. Acceptance. Approved applicants must notify their first and second level supervisors of their approval and decision to participate in ATAP. Each participant must respond to the follow-up email no later than the suspense date from the ATAP PM of their decision whether or not to participate in the program. All participants must read and familiarize themselves with the DACM Office's ATAP Policy and documents included in the follow-up email message from the ATAP PM and provide copies to their supervisors. All questions must be directed to the ATAP PM.



13. Funding.

a. ATAP is centrally funded by the DACM Office for eligible AAW civilians and 51C NCOs. Funding required above the established funding limit is the responsibility of each participant and/or their organization. The DACM Office's ATAP funds will not be used to reimburse expenses incurred by the participant or another organization above the established funding limit.

b. The Army DACM Office maintains the flexibility to reduce or increase funding limits, based on obligations. As resources permit, educational related expenses outlined below would be funded using an SF-182 in accordance with established ATAP guidance.

1) Funding for Master's level courses will not exceed \$2,500.00 per course and \$12,500.00 per FY. The per course and FY limitation applies to all ATAP participants, regardless of the number of credit hours per course or the number of courses taken. Acquisition, technical or business-related semester/quarter hours at the Master's level will adhere to these funding limits.

2) Funding for courses towards Bachelor's level courses will not exceed \$2,000.00 per course and \$10,000.00 per FY. The per course and FY limitation applies to all participants, regardless of the number of credit hours per course or the number of courses taken. Acquisition, technical or business-related semester/quarter hours at the Bachelor's level will adhere to these funding limits.

3) Laboratory and technology fees required for course completion will be considered part of the cost of tuition and count as part of the total FY funding limits. Registration fees, course fees, parking costs, travel expenses, entrance exams, graduation fees, the cost of books and materials and all other miscellaneous expenses will not be centrally funded. ATAP will not fund non-acquisition, non-technical, or non-business-related courses (i.e. PSY101), even if the course is required for degree completion or as an individual course.

4) Funding is limited to one educational goal. If ATAP previously funded courses toward the first Bachelor's or Master's degree in an acquisition, technical or business-related discipline, ATAP will not fund courses towards a second Bachelor's or Master's degree. ATAP will fund courses toward a second Bachelor's or Master's degree if the first degree is not acquisition, technical or business-related. ATAP does not fund professional degrees (i.e. PhDs, MDs or JDs) or certificate programs. ATAP will not be used to fund courses towards a degree for which there is already an existing Army or DACM Office education or training opportunity (for example: the DACM Office's Naval Postgraduate School (NPS) programs).

SFAE-ASC

SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

c. Payments are electronically transferred to the college or university when the school submits proper documentation, in accordance with the billing instructions in Section C6 indicated on each SF-182.

d. Participants are not allowed to split funding for any course (i.e. cannot use one government source to fund part of a course and then use ATAP to fund the other portion of the same course). Only one government source may be used for each course.

#### 14. Continued Service Agreement.

a. Applicants must complete a CSA (civilians) or ADSO (51C NCOs) as part of the application process. Applicants will be denied the opportunity to have their application accepted if they fail to complete a CSA or ADSO as part of their application process.

b. Supervisors will ensure every applicant is informed in advance of the CSA. A completed copy of the CSA will be maintained in the organization's case file. Each participant is in full pay status while participating in the program.

c. Supervisors at all levels are charged to protect the Federal Government's interests should a participant fail to successfully fulfill the obligations of their CSA. Each participant's supervisor, or a designated official, will review their status and circumstances of each unexpired CSA to decide whether to transfer, waive or require repayment of expenses incurred other than salary costs. Supervisors should contact the appropriate CPAC and the ATAP PM immediately if it appears that a service obligation will not be fulfilled.

d. Applicants are agreeing that upon completion of the training received, they will fulfill the period of obligated service or reimburse the Federal Government, whichever is applicable. Each applicant will indicate the period of obligated service on the required CSA based upon the projected curriculum provided at the time of submitting their application.

e. Each applicant acknowledges that the CSA does not, in any way, commit the Federal Government to continue their employment. Applicants are agreeing that they understand if there is a transfer of their service obligation within the Department of Defense (DoD) (i.e. Army, Navy, Air Force, or Marines) the period of obligated service on the CSA remains in effect until the period of obligated service has been fulfilled at that new DoD agency.

f. Each applicant acknowledges that they understand and agree if they leave the DoD prior to fulfilling the period of obligated service on the CSA, they will be held liable to reimburse the Federal Government for course tuition, lab and technology fees provided on their behalf (excluding salary) in connection with the training received.

SFAE-ASC

SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

g. Applicants acknowledge they understand any amounts which may be due to the Federal Government as a result of any failure on their part to meet the terms of the CSA may be withheld from any monies owed them by the Federal Government and those monies may be recovered by such methods as are approved by law.

h. 51C NCOs will incur a three-to-one ADSO for participation in ATAP. The period of obligated service for both AAW civilians and 51C NCOs is based on the total number of ATAP funded courses, as shown in the table in paragraph 14.i.

i. The period of obligated service begins the day after the ending date of the last SF-182 funded by ATAP. Therefore, it is very important that the ending dates on each SF-182 is accurate. The total number of ATAP funded classes listed in the chart below will be used to determine the period of obligated service. The period of obligated service identified on the original service obligation will be reviewed and updated upon completion of the program.

<b>TOTAL NUMBER OF 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

15. Repayment.

a. Balances must be paid in full or financial arrangements must be made within 30 days of notification to reimburse or the participant will be removed from the program. The supervisor will be notified regarding the balance owed to the Federal Government.

b. The amount of repayment may be reduced on pro rata basis for the percentage of completion of the period of obligated service. Full repayment is required prior to departure from the DoD. All repayments will be made by money order, personal or certified check. The method of payment must be payable to the U.S. Treasury and mailed to: U.S. Army Acquisition Support Center, ATTN: ATAP Program Manager, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567.

c. Reasons for Repayment:

1) An "incomplete" grade or grade below a "B" in graduate level courses and below a "C" in undergraduate level courses.

2) Withdrawal or dropped courses outside of the add/drop period established by the school and expenses have been incurred.

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SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

3) Voluntarily leaving the DoD to enter service of another Federal agency or other organization in any branch of the Federal Government before completing the period of obligated service.

4) Participants who retire from the DoD before completing the period of obligated service.

## 16. Separations.

### a. Voluntary Separations.

1) Participants who voluntarily leave the DoD before completing the period of obligated service agree to provide their servicing personnel office or training office of the losing agency advance notice of at least ten working days of advance notice. During this timeframe, a determination concerning repayment to the losing agency prior to departure to the non-DoD gaining agency will be made. Requests to waive repayment of training dollars will be address to U.S. Army Acquisition Support Center, ATTN: Branch Chief, AAW Development Branch, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567 and emailed to the ATAP PM.

2) Participants who voluntary transfer to another DoD service or organization before completing the period of obligated service will provide their servicing personnel office or training office at least ten working days of advance notice. During this timeframe, notification concerning the remaining period of obligated service will be identified and enforced. Employees will be removed from the ATAP and are no eligible to receive funding. Employees and their supervisors of the losing DoD agency will provide a copy of the CSA to the gaining DoD agency; a copy of the CSA will also be placed in the employee's official personnel file of the new agency.

b. Involuntary Separation. Repayment does not apply in unusual circumstances, such as serious illness, death of the participant or involuntary separation of the participant from the DoD due to no fault of their own. However notification must still be provided to the ATAP PM for review and record.

## 17. Consequences for Academic Failure and No-Shows.

a. Academic Failures. AAW civilians and 51C NCOs who academically fail an instructor-led training (ILT) or virtual instructor-led training (VILT) Defense Acquisition University (DAU) course required for DAWIA certification in their current position, will not be eligible to apply for ATAP. They will remain ineligible to apply for ATAP until they successfully meet their DAWIA certification requirements.

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SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy

b. No-Shows. AAW civilians or 51C NCOs who are enrolled in an ILT or VILT DAU course (regardless if the course is required for certification or not) and fail to show up for the class, will be considered as a “no-show” by the Army DACM Office and DAU. The DACM Office takes this “no-show” status seriously because it can negatively impact the Army’s future seat allocation for these courses. Therefore, DAU “no-show” AAW civilians and 51C NCOs will be ineligible to apply to ATAP for a period of one year, starting on the last day of the scheduled ILT or VILT course for which they failed to appear.

18. Effective date and implementation: This policy and procedures supersedes the DACM Office’s previous ATAP Policy, effective immediately.

19. For questions about this policy, please contact the DACM Policy Mailbox at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).

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RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management

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# ARMY ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP) POLICY

## ENCLOSURE – REFERENCES

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
- b. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Defense Acquisition University Training Policy), 10 October 2019.
- c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Army Acquisition Career Management Advocate Policy), 03 February 2022.
- d. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Organization Acquisition Point of Contact Policy), 03 February 2022.
- e. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Department of the Army, Acquisition Career Field Certification Policy), 10 October 2019.
- f. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Continuous Learning Point Policy and Implementation Guidelines for the Army Acquisition Workforce), 11 January 2019.
- g. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 17 July 2017, subject: The Army Acquisition Tuition Assistance Program (ATAP) Policy and Procedures – hereby superseded.