



The Army Acquisition Tuition Assistance Program (ATAP)  
Opening Date: 5 June 2023  
Closing Date: 14 July 2023  
Board Review Dates: 29 September 2023  
**Funding begins for classes with a start date of  
1 October 2023 (FY24) or later**

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.

### **BREAKING NEWS:**

**Eligible applicants who have a master's degree can now apply to ATAP for a second acquisition-related master's degree. Applicants who are within their certification grace period may now apply to ATAP. Please refer to the Eligibility Requirements section (starting on page 2 of this announcement) for specific details.**

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 2023 or later. Graduation and travel expenses are not included in the funding. ATAP will not reimburse any costs or 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). Applicants must meet eligibility requirements in this announcement at the time of submitting their application into the Career Acquisition Personnel & Position Management Information System (CAPPMS)

Army Acquisition Professional Development System (AAPDS) for consideration of funding. Eligible AAW members can pursue courses towards bachelor's or master's degrees in a program identified in the [Major Field Lookup Table](#). Eligible AAW civilians can also pursue technical, business or acquisition individual courses that are not toward a degree.

Full or part-time applicants may attend a regionally or nationally accredited educational institution of their choice. Classes must be attended during non-duty hours. Applicants approved to participate in the program are in the ATAP Program until they complete their degree requirements or are administratively removed from the program.

### **Who May Apply**

Army acquisition workforce civilians (AAW) and MOS 51C NCOs who meet eligibility requirements below are eligible to apply for ATAP.

### **Eligibility Requirements**

- **Army Acquisition workforce (AAW) civilians:**
  - ✓ Must be coded as “1 - Permanent -Tenure Group 1” in the Defense Civilian Personnel Data System
  - ✓ Must meet certification level required for current position **or be within the certification grace period**
  - ✓ Must not have a bachelor's degree in an acquisition, technical or business discipline if pursuing a bachelor's degree
  - ✓ **May currently possess a master's degree in a technical, acquisition, or business discipline if pursuing a second acquisition-related master's degree**
  - ✓ Be *fully* (not conditionally) accepted into a bachelor's or master's degree program with a *declared* major at a nationally or regionally accredited university or college of choice.
  
- **Department of Defense (DoD) laboratories designated as Science and Technology Reinvention Laboratories (STRL).** 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. 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 certification level required for current position **or be within certification grace period**

- ✓ Must not have a bachelor's degree in an acquisition or business discipline if pursuing a bachelor's degree
  - ✓ **May currently possess a master's degree in a technical, acquisition or business discipline if pursuing a second acquisition-related master's degree**
  - ✓ Be *fully* (not conditionally) accepted into a bachelor's or master's degree program with a *declared* major 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, technical or business discipline if pursuing a bachelor's degree (certification level not required)
    - ✓ **May have a master's degree in a technical, acquisition or business discipline if pursuing a second acquisition-related master's degree**
    - ✓ Must meet certification level required for current position **or be within certification grace period**
    - ✓ Be *fully* (not conditionally) accepted into a bachelor's or master's degree program with a *declared* major at a nationally or regionally accredited university or college of choice

### **Funding**

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. Funding for individual courses not towards a 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. However, do not request more funding than needed.

ATAP may be used to fund a second master's degree if the first degree obtained is listed as non-acquisition or not an acquisition-related discipline listed in the Major Field Lookup Table.

### **Funding Restrictions**

ATAP will not be used to fund courses towards professional degrees (i.e., PhD., MD, or JD), Doctorate, dual majors, certifications, graduate certificates, or any other category not identified in this announcement. ATAP will not be used to fund a second bachelor's degree if the first one qualifies as a business/technical/acquisition discipline in the Major Field Lookup Table whether ATAP funded the first degree or not.

### **Funding Guidelines**

Allocated funds are determined by the tuition, (including technology and laboratory fees), not to exceed funding limits, indicated in the ATAP application, not the IDP. Applicants selected to participate in the program must exhaust all funds allocated each (FY) or risk reduced funding for subsequent FYs or face removal from the program. Applicants must confirm tuition, laboratory and technology fees, course dates, and course number/title with their school before submitting their 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 funding for that course. Applicants must put a placeholder for the total number of courses if exact course information is not available.

Applicants selected to participate in the program are required to use one government source per course and are not allowed to split funds. 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.

### **Academic Requirements**

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 or approved individual course that is not toward a degree. Withdrawals, outside of the add/drop period established by the school, and incompletes are considered not meeting academic requirements and will require reimbursement.

### **Continued Service Agreement**

Applicants selected to participate in the program are required to complete a Continued Service Agreement (CSA) as part of the application process. Applicants and their supervisors are required to sign the CSA.

### **Reimbursement**

Applicants selected to participate in the program are required to reimburse the Federal Government for tuition costs, laboratory and technology fees associated with each course that does not meet the academic requirements above. In addition, applicants selected to participate in the program are held liable to reimburse the Federal Government any amount owed if they fail to fulfill the signed CSA. Any expenses incurred because of not meeting the above academic requirement are subject to reimbursement to the Federal Government.

## **Application Process**

- The ATAP application process requires two levels of supervisory assessment and requires an online recommendation for approval or disapproval in CAPP MIS. The 1<sup>st</sup> level supervisor completes the “Applicant’s Performance and Potential.” The 2<sup>nd</sup> level supervisor completes the “Applicant’s Return on Investment.” The 1<sup>st</sup> and 2<sup>nd</sup> level supervisors cannot be the same person. Both supervisors must be available to complete each applicable online response and recommend approval or disapproval no later than the announcement’s closing date.
- Applicants must inform their 1<sup>st</sup> and 2<sup>nd</sup> level supervisors of their 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.
- Applicant’s 1<sup>st</sup> level supervisor, as identified in CAPP MIS, will respond to the application by following the online instructions in the supervisor’s review section of AAPDS. The 1<sup>st</sup> level supervisor will determine or confirm 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 ensuring 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 available 2<sup>nd</sup> level supervisor to complete their action. Both supervisors must respond to and approve each application in CAPP MIS/AAPDS for the application to go forward to the Review Board for consideration of funding.
- 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/AAPDS for the application to go forward to the Review Board for consideration of funding.
- An application is considered “complete” when it has been evaluated and approved through the 2<sup>nd</sup> level supervisor in CAPP MIS/AAPDS, all required documents have been correctly completed and uploaded as outlined in this announcement, and the application has been submitted to the ATAP Program Manager for review in CAPP MIS/AAPDS.
- Completed applications are routed to the ATAP Program Manager and are in the “awaiting review” status. After review, the ATAP Program Manager will forward correctly completed applications to the Review Board for consideration of funding. Completed applications must be submitted/resubmitted in CAPP MIS/AAPDS no later than the closing date posted in the announcement to be considered for funding,

- Incorrectly completed applications will be denied or returned to the applicant to make necessary corrections. Returned applications must be resubmitted in CAPPMS/AAPDS no later than the closing date established in the posted announcement.
- 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 approved 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 Announcement - FY24 Start” to access the online application. After correctly completing the application, applicants must click the submit button in AAPDS to route the application to their 1st level supervisor for review. 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 in this section of your application. You can click the link [DAPIP | Homepage \(ed.gov\)](https://www.ed.gov/dapip/) 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 degree(s) was obtained. Applicants can update and correct specific fields of their ACRB using the edit ACRB functions within CAPPMS. 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 remaining business, technical or acquisition related courses required to complete the program of study, or individual courses for which ATAP funding is requested, on the IDP. Use the curriculum you obtained from your school to complete the following steps for adding remaining and required business or acquisition related 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 2023 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 \$2,500 per course and \$12,500 per FY; bachelor’s degree is \$2,000 per course and \$10,000 per FY; individual courses 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 remaining business, technical or acquisition related courses required to complete the program of study, or individual courses for which ATAP funding is requested, are added onto the IDP.

Conditions below must be met on your IDP for individual courses to correctly generate from your IDP into the online application:

- 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 2023 and after
- ✓ **Curriculum Verification:** The curriculum verification must list only business, technical or acquisition related courses required to complete degree requirements. Applicants can create this document or can generate it from a record provided by the school. Applicants must upload the document in the Curriculum Verification section of their online application. IDPs must show the same business courses as your projected curriculum. Confirm with the 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 or projected 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 being pursued
- ✓ **Verification of Enrollment:** Applicants currently enrolled in a course(s) or have taken a course(s) must obtain a verification of enrollment and upload it in the Verification of Enrollment section of the online application. The Verification of Enrollment must show a declared major and degree, current enrollment in a course or that the applicant has taken a course this FY.
- ✓ **Letter of Acceptance:** Applicants who are beginning their program of study must upload a Letter of Acceptance from their college. The Letter of Acceptance must show full acceptance (not conditional) into the declared major and the degree. 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 declared major on the Letter of Acceptance must be the same as the degree and declared major in the online application.
- ✓ **Continued Service Agreement (CSA):** Army Acquisition workforce civilians and MOS 51C NCOs are required to upload a correctly completed CSA. Both applicant and supervisor must sign the CSA. Applicants must upload the CSA in this section of their application.

MOS 51C NCOs must contact SFC Kevin Brown, 51C Proponent NCO, at email, [kevin.d.brown216.mil@army.mil](mailto:kevin.d.brown216.mil@army.mil) or SFC William Yongue, 51C Proponent NCO, at email, [william.j.yongue.mil@army.mil](mailto:william.j.yongue.mil@army.mil) to inform them of their intent to apply.



**Continued Service Agreement (CSA)**

The period of obligated service on the CSA is determined 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 for consideration of funding if applicants fail to upload a correctly completed CSA in the online application.

Applicants must use the chart below to determine the projected period of obligated service. The ATAP 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.

<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 AGREEMENT REQUIRED</b>	12 months	24 months	36 months

Please click [here](#) or enter the link below in your browser to obtain a copy of the CSA. <https://asc.army.mil/web/wpcontent/uploads/2023/01/CSA-as-of-31-May-2022.pdf>

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

Good Luck!