

**SERVICE AGREEMENT
ARMY DIRECTOR ACQUISITION CAREER MANAGEMENT
(DACM) OFFICE
ARMY ACQUISITION TUITION ASSISTANCE PROGRAM
(ATAP)**

The Army Director, Acquisition Career Management Office requires that Army Acquisition Workforce (AAW) civilians applying to the Army Acquisition Tuition Assistance Program (ATAP) complete a Continued Service Agreement (SA) as part of the ATAP application process. Supervisors will ensure AAW civilians are informed in advance of this requirement. AAW civilians who complete a SA agree to and acknowledge the following statements:

- a. I agree that upon completion of the training in which I have requested, if I receive salary covering the training period, I will serve in the Department of Defense (DoD) the length of time shown in the chart at the end of this SA. The length of part time training is the number of hours spent in class, online or with the instructor. I agree that I will be denied the opportunity to have my applications forwarded for review and consideration of funding if I fail to upload a correctly completed SA in the online application process. DoD agencies include Army, Navy, Air Force, and Marines.
- b. I acknowledge that if I leave the DoD to enter service of a Federal Agency other than DoD before completing the period of obligated service agreed to in item a above, I AGREE to reimburse the Federal Government for the cost of tuition, laboratory, and technology fees (EXCLUDING salary) paid in connection with my training. I will give the Army DACM Office Program Manager, my current supervisor, and my serving personnel advance notice of at least ten working days during which time, I will be held liable to reimburse all monies made on my behalf to the Federal Government prior to my departure from the DoD. However, the amount of reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the Federal Government \$300 instead of the original \$900). Requests to waive repayment of training dollars will be sent to Army Director Acquisition Career Management Office, ATTN: Branch Chief, Acquisition, Education and Training, 9900 Belvoir Road, Building 201, Suite 101 Fort Belvoir, VA 22060.
- c. I acknowledge that this agreement does not in any way commit the Federal Government to continue my employment. I understand that if there is a transfer of the unfulfilled portion of my service obligation to another DoD agency the agreement remains in effect until I have completed my obligated service with that DoD agency or organization.
- d. I acknowledge that if I leave my current Army acquisition workforce position in which I was eligible to participate in the ATAP and accept a position that is no longer coded as Army Acquisition workforce, I will no longer receive funding by the Army DACM Office. My new organization has the option of funding the remaining of the training cost.
- e. I acknowledge that if I leave my current Army acquisition workforce position in which I was eligible to participate in the ATAP Program and accept another Army Acquisition workforce position coded as Army acquisition and I DO NOT meet the certification level required for that position but fall within my certification grace period, I will continue to receive funding by the Army DACM Office.
- f. I acknowledge that if am outside of my certification grace period of my current acquisition workforce position or have not obtained the certification level required for my current position within the required established timeframe, I will be removed from the program and no longer receive funding from the Army DACM Office.
- g. I understand that any amounts which may be due to the Federal Government because of any failure on my part to meet the terms of this agreement may be withheld from any monies owed to me by the Federal Government and will be recovered by such other methods as are approved by law.

- h. I further AGREE to obtain approval from my organization and the Army DACM Program Manager for authorizing government training requests of any proposed changes in my approved training program involving courses and scheduled changes, withdrawals, or incompletions.
- i. I understand and acknowledge that the period of obligated service is determined by the total number of ATAP courses for which I am requesting funding from the Army DACM Office. I understand that the period of obligated service may change because of the actual number of courses funded by the Army DACM Office on my behalf. I further understand and acknowledge that the period of obligated service begins the day after the ending date on the SF182 of the last course funded by the Army DACM Office.
- j. I acknowledge that all reimbursements will be made by money order, personal check, cashier's or certified check, payable to the U.S. Treasury and sent to Army Director Acquisition Career Management Office, ATTN: ATAP Program Manager, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567.
- k. I understand that the chart below must be used to determine the projected period of obligated service on the SA.

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

Projected Period of Obligated Service:

FROM (enter date): _____ TO (enter date): _____

I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully due to circumstances within my control, I will reimburse the agency for all training cost excluding salary associated with my attendance. Circumstances within my control are listed below in which I will reimburse the Federal Government should I fail to successfully complete the requested training:

1. An "incomplete", "failed", or a grade less than a "B" for master courses.
2. An "incomplete", "failed", or a grade less than a "C" for bachelor courses.
3. An "incomplete", "failed", or a grade less than a "C" for individual courses not toward a degree.
4. "Drop" or "withdraw" from a course after the add/drop period or where expenses have been incurred.
5. Withdrawal from the program after commencement of the program and funds have been incurred.

EMPLOYEE PRINT FIRST NAME	EMPLOYEE PRINT LAST NAME	FUNCTIONAL AREA/ACQUIRED CERTIFICATION LEVEL
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Employee's digital or physical signature

Date Signed

Employee's CAPPMS supervisor's
digital signature

Date Signed