The Army Acquisition Tuition Assistance Program (ATAP)
Opening Date: 3 June 2024
Closing Date: 15 July 2024
Final Approval Date: 30 September 2024
**Funding begins for classes with a start date of
1 October 2024 (FY25) and later**

The Army DACM Office has the right to change/modify any dates listed in this document. Please check AAPDS within CAPPMIS to confirm any program announcement dates.

The Army Director, Acquisition Career Management (DACM) Office is excited to announce our next 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 approved courses with a start date of 1 October 2024 and later. Graduation and travel expenses are not included in the funding. ATAP will not fund books or fees outside of laboratory and technology fees. Funding is approved based on availability of funds from the Office of Management and Budget.

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). ATAP cannot be used in conjunction with any other Federal Government program.

Applicants must meet eligibility requirements in this announcement at the time of submitting their application into the Career Acquisition Personnel & Position Management Information System (CAPPMIS) Army Acquisition Professional Development System (AAPDS) for consideration of funding. Eligible AAW members may pursue approved courses towards bachelor's or master's degrees in a program identified in the Major Field Lookup Table at https://asc.army.mil/web/career-development/programs/acquisition-tuition-assistance-program/. Eligible AAW members

may also pursue individual courses that are not toward a degree (non-declared major). Applicants may apply to the ATAP for approved courses toward a second master's degree in a technical, acquisition or business program of study (i.e., discipline). The second-degree opportunity only applies to those applicants pursuing approved courses toward a master's degree. Applicants cannot pursue courses towards a second bachelor's degree. All approved courses must be technical, business or acquisition related.

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 ATAP are in the program until they complete their degree requirements or are administratively removed from the program. There is no need to reapply unless a higher education degree (up to a master's) is being pursued. Applicants are required to project funding on their application for all fiscal years required to complete their educational pursuit.

Who May Apply
Army Acquisition Workforce (AAW) civilians, flexible length and renewable term technical appointment employees in the Department of Defense laboratories designated as Science and Technology Reinvention Laboratories (STRLs)*, and Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned Officers (NCOs) who meet eligibility requirements below may apply to the ATAP.

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

Eligibility Requirements
Applicants pursuing individual college courses not towards a degree must:
- Be coded as "1-Permanent – Tenure Group 1" in the Defense Civilian Personnel Data System
- Meet certification level required for current position or be within their certification grace period
- Upload document showing undeclared major is not toward a degree or certification

Applicants pursuing courses towards a bachelor's degree must:
- Be coded as "1- Permanent -Tenure Group 1" in the Defense Civilian Personnel Data System
- Meet certification level required for current position or be within their certification grace period
- Not have a bachelor's degree in a technical, acquisition or business discipline and pursing first bachelor's degree
- Be *fully* accepted into a business, technical or acquisition bachelor's degree discipline with a declared major at a nationally or regionally accredited university or college

- Upload a Letter of Acceptance showing *fully* accepted into declared major and program

Applicants pursuing courses towards a master's degree must:
- Be coded as "1- Permanent -Tenure Group 1" in the Defense Civilian Personnel Data System
- Meet certification level required for current position or be within their certification grace period
- Be *fully* accepted into a business, technical or acquisition master's degree discipline with a declared major at a nationally or regionally accredited university or college
- May currently possess a master's degree in a technical, acquisition, or business discipline if pursuing a second acquisition-related master's degree
- Upload a Letter of Acceptance showing *fully* accepted into a declared major and program

*Per Section 1109, of the FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f, 82 of Federal Register 43339, eligibility to participate in ATAP is extended to flexible length and renewable term technical appointment employees in the Department of Defense laboratories designated as Science and Technology Reinvention Laboratories (STRLs). Term employees not appointed under Section 1109, FY16 NDAA are not eligible for ATAP. Tenure status is indicated on the SF-50, Notification of Personnel Action, Block 24. To apply for ATAP, your supervisor must verify you are an STRL employee appointed under Section 1109, FY16 NDAA, by submitting an email with an attached SF50 to the ATAP program manager. The SF50 must confirm the employee meets the "Per Section 1109, of the FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f, 82 of Federal Register 43339" in the remarks section. The SF50 must show the flexible length and renewable term technical appointment is in a DoD laboratory designated as STRL. STRL employees must meet all other applicable ATAP eligibility requirements.

Military Occupational Specialty (MOS) 51 Contracting (51C) Noncommissioned Officers (NCOs) must:
- Not have a bachelor's degree in an acquisition, technical or business discipline if pursuing a bachelor's degree (required certification level met not required)
- Meet certification level required for their current position or be within their certification grace period if taking courses towards a master'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* accepted into a bachelor's or master's degree discipline with a declared major at a nationally or regionally accredited university or college of choice
- Upload a Letter of Acceptance showing *fully* accepted into declared major and program

Funding
Funding for approved courses towards a master's degree is limited to $2,500 per course and $12,500 per fiscal year (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. All other fees not designated as laboratory fees or technology fees are the responsibility of the participant. Any amount over the funding limit is the responsibility of the participant. Do not request more funding than needed.

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 as an eligible course or degree discipline. ATAP will not be used to fund a second bachelor's degree if the first one qualifies as a business, technical or acquisition discipline. Please be aware that although a course may be required for your degree completion, the course must be acquisition, business or technical in nature to be funded by ATAP.

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, approved participants cannot use military tuition assistance to fund part of a course and use ATAP to fund the balance of the same course. Approved participants cannot use FAFSA, GI Bill or any other Federal Government funding and ATAP for the same course.

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 what is entered into the applicant's CAPPMIS Individual Development Plan (IDP). Applicants selected to participate in the program must exhaust all funds allocated each (FY) or risk reduced funding for subsequent FYs or removal from the program. Applicants must confirm projected tuition, laboratory and technology fees, course dates, and course number/title with their school before submitting their application in CAPPMIS/AAPDS. Applicants must extend their funding requirements over several FYs if they have reached the funding limit for a FY.

Applicants must ensure courses have a projected start and end date when submitting the ATAP application in CAPPMIS/AAPDS, even if the actual dates are not known at the time of application. Do not project beginning and ending dates as the same for all courses. 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 representing a course if exact course information is not available.

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 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.

Service Agreement (SA)
The Army DACM Office requires that AAW civilians and MOS 51C NCOs applying to the ATAP complete a Service Agreement (SA) as part of the ATAP application process. Supervisors will ensure AAW civilians and MOS 51C NCOs are informed in advance of this requirement. Applicants and supervisors are required to digitally sign the SA agreeing and acknowledging to statements therein.

The period of obligated service on the SA 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 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. 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.

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

Please click here to obtain a copy of the SA, located at the bottom of the website under Resources.

Reimbursement to Federal Government
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. Applicants selected to participate in the program will also be held liable to reimburse the Federal Government any amount owed if they fail to fulfill the signed SA.

Application Process
- The ATAP application process requires two levels of supervisory assessment and an online recommendation for approval or disapproval in CAPPMIS. The 1st level supervisor completes the "Applicant's Performance and Potential." The 2nd level supervisor completes the "Applicant's Return on Investment." The 1st and 2nd 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. A current supervisor must be in CAPPMIS for your application to route to your 1st and 2nd level supervisor.

- Applicants must inform their 1st and 2nd level supervisors of their intent to apply to the ATAP before beginning the ATAP process. Both 1st and 2nd level supervisors must be aware of the applicant's intention to use ATAP. Both supervisors have a vital role in the application review process.

- Applicant's 1st level supervisor, as identified in CAPPMIS, will respond to the application by following the online instructions in the supervisor's review section of AAPDS. The 1st level supervisor will determine or confirm 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 ensuring 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 available 2nd level supervisor to complete their action. Both supervisors must respond to and approve each application in CAPPMIS/AAPDS for the application to go the Event Coordinator/Program Manager for review.

- 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 CAPPMIS/AAPDS for the application to go the Program Manager for review.

- An application is considered "complete" when it has been evaluated and approved through the 2nd level supervisor in CAPPMIS/AAPDS, all required documents have been correctly completed and uploaded as outlined in this announcement, and the application has been submitted to the Program Manager for review.

- Completed applications are routed to the Program Manager and are in the "awaiting review" status. Incorrectly completed applications will be denied or may be returned to the applicant to make necessary corrections. After review, the Program Manager will forward correctly completed applications for consideration of funding. Completed applications must be submitted/resubmitted in CAPPMIS/AAPDS no later than the closing date posted in the announcement to be considered for funding.

- The Program Manager will notify the workforce of the approved results no later than the Final Approval Date at the top of the first paged of this 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 (CAPPMIS). Access CAPPMIS at https://apps.asc.army.mil/camp/. Click the CAPPMIS tab, then the AAPDS tab. Click the "Apply" button next to the "ATAP Announcement - FY25 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. It is recommended that applicants 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) 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. For those applicants pursuing individual courses that are not toward a degree, please upload a document in the letter of acceptance from the school that shows non-declared major.

- ✓ **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 CAPPMIS. 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 only courses required to complete 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 only those courses you are requesting

ATAP funding:

> - Course ID: i.e., MGT530
> - Course title: i.e., Organization Management.
> - Projected Start: Enter projected start date (exact date if known). This date must be **30 October 2024 or later (you will receive an error message if the start date of the course is prior to 30 October 2024)**
> - Projected End: Enter projected end date (exact date if known)
> - 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 quarter hour; 15 CLPs per semester 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 (if known), 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 start date is 30 October 2024 or later

- ✓ **Curriculum Verification**: The curriculum verification must list business, technical or acquisition related courses remaining to complete degree requirements or individual courses for which you are requesting ATAP funding. Applicants can create this document, or they can generate it from a document provided by the school. Applicants must upload the document in the Curriculum Verification

section of their online application. IDPs must reflect the same courses on the projected curriculum. Confirm with the educational institution the exact course titles and course numbers before uploading the document 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. Unless you are taking individual courses not toward a degree, 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. If you are pursuing individual courses not toward a degree, please upload the appropriate document showing you are not pursing a degree in the Verification of Enrollment section of the application.

- ✓ **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 be 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. For those applicants pursuing courses not toward a degree, please upload a document in the letter of acceptance section from the school that show non-declared major.

- ✓ **Service Agreement (SA):** Army Acquisition workforce civilians and MOS 51C NCOs are required to upload a correctly completed SA. Both applicant and supervisor must sign the SA. Applicants must upload the SA in this section of their application.

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

Good Luck!