

**CONTINUED 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 (CSA) as part of the ATAP application process. Supervisors will ensure AAW civilians are informed in advance of this requirement. AAW civilians who complete a CSA 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 War (DoW) the length of time shown in the chart at the end of this CSA. 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 CSA in the online application process. DoW agencies include Army, Navy, Air Force, and Marines.
- b. I acknowledge that if I leave the DoW 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 in connection with my education. I will give the Army DACM Office Program Manager, my current supervisor, and my servicing personnel office at least ten working days advance notice of my intention to vacate my current position. The Army DACM office will then decide concerning reimbursement and notify all stakeholders. 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: ATAP Program Manager, 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 DoW agency the agreement remains in effect until I have completed my period obligated service with that DoW agency.
- d. I acknowledge that if I leave my current Army acquisition workforce position in which I am 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 from the Army DACM Office. My new organization has the option of funding the remaining cost of training.
- 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 requirements of the new 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 Office ATAP Program Manager for any proposed changes in my approved training program, including course 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. The original period of obligated service, for ATAP application purposes, is determined by the number of courses and ending date of my last courses indicated on my application. I understand that the period of obligated service dates below may be different from my final CSA upon completion of my education.
- 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 dates on the CSA. I further understand and acknowledge that the period of obligated service begins the day after the ending date of the last funded course for which I am requesting funding from 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 OBLIGATION REQUIRED	12 months	24 months	36 months

### Projected Period of Obligated Service:

FROM (enter date): \_\_\_\_\_ TO (enter date): \_\_\_\_\_

- i. I am not receiving any contributions, awards, or payments in connection with this education, 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 education successfully due to circumstances within my control, I will reimburse the Federal Government for all costs. Circumstances within my control are listed below in which I will reimburse the Federal Government should I fail to successfully complete the requested education:
  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 obligated.

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