



Army Acquisition Professional Development System (AAPDS) User Guide 1.0

3/31/2005

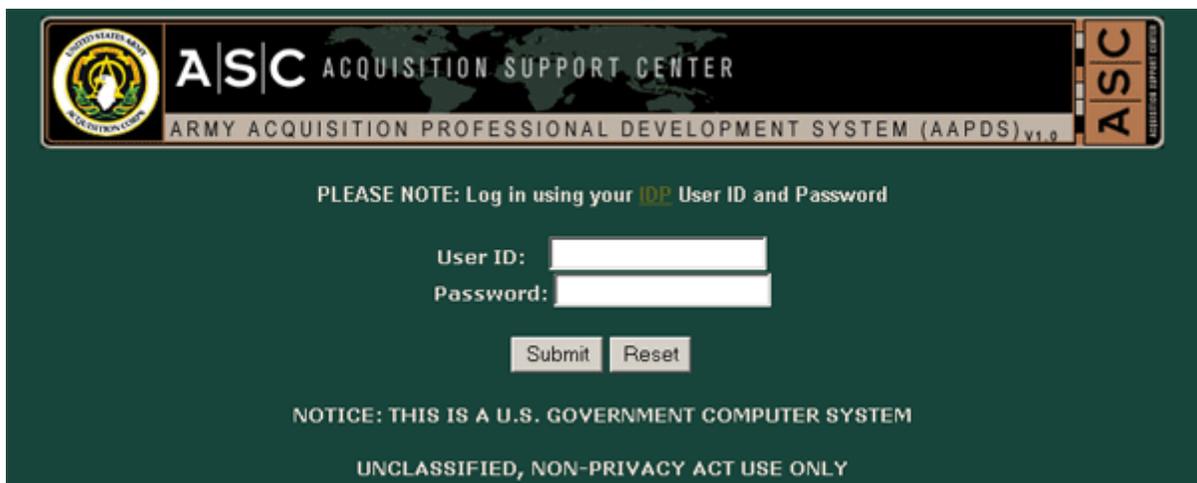
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Getting Started

To access the Army Acquisition Professional Development System (AAPDS) go to:
<https://apps.altess.army.mil/aapds/>

Figure 1. Login Screen



1. Log in using your IDP User ID and Password (Figure 1).

	<p>NOTE</p> <p>There is a link to your IDP on the login page. The link is located above the User ID field (Figure 1).</p>
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Figure 2. Home Screen

Select Training Application:

Please select the training application that you would like to complete (only courses that appear on your IDP and have been approved by your supervisor will be available for training).

Title	Info	Opening Date	Closing Date	Final Review Date
Spring 2005 Acquisition Tuition Assistance Program (ATAP) Announcement	(Info)	April 1, 2005	May 31, 2005	June 20, 2005

Your Applications	Application Status	Last Save Date
Spring 2005 Acquisition Tuition Assistance Program (ATAP) Announcement (Info)	Open	March 31, 2005
CP14 University Training Fall 2005	Submitted	March 22, 2005

2. Select the training application that you would like to complete (Figure 2).

	<p>NOTE</p> <p>Only courses that appear on your IDP and have been approved by your supervisor will be available for training.</p>
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Navigation

Figure 3. Top Menu



The light-green tabs at the top of the screen, show each section of the application (Figure 3). The current tab is indicated in dark-green.

Figure 4. Bottom Buttons



- It is advised to use the **Save and Continue** button at the bottom of each screen (Figure 4).
- Avoid using your browsers **Back** and **Forward** buttons.
- If you need to go back to a previous screen, click a tab on the menu at the top of the screen (Figure 3).
- By using the tab menu, your work will be saved and no data will be lost.

	Will save data on current screen and take you to the next screen.
	Will save data on current screen, exit filling out the application, and take you to the Home screen.
	Will not save data, exit filling out the application, and take you to the Home screen.

	<p>NOTE</p> <p>Errors will be displayed at the top of the screen. If you leave any field blank and change tabs, or click a button at the bottom of the screen you will be warned with a popup message.</p>
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Filling out an Application

There are eight steps to filling out an application. It is advisable to do them sequentially, **Step 1 – Step 8**. All fields that can be edited are required.

Step 1. Applicants Data

Figure 5. Top of Step 1. Applicants Data Screen

1.Applicants Data 2.Resume 3.IDP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 1. Applicants Data

Please ensure that your Acquisition Career Record Brief (ACRB) and Individual Development Plan (IDP) are complete and up-to-date. If this information is not correct please update your ACRB and IDP.

Name:	LONG JASON D	Organization & Address:	PEO EIS RADFORD
SSN:	123456789		RADFORD
Pay Plan/Series/Grade:	NH / 2210 / 02		
Email Address:	john.doe1@altess.army.mil	Telephone DSN:	2315555
Telephone COM:	2319995555	Telephone Fax:	Information Not Available
Supervisor's name:	Information Not Available	Supervisor's e-mail:	Information Not Available

Acq Corps Member AL&TWF Member

Highest Certification Level and Career Field(s) Achieved: A - Program Management, Level 1
S - Systems Planning, Research, Dev. & Eng., Level 1

Current Acquisition Career Field (ACF):

<input type="checkbox"/> A - Program Management	<input type="checkbox"/> C - Contracting	<input type="checkbox"/> D - Industrial/ Contract Property Mgt
<input type="checkbox"/> E - Purchase and Procurement Assistant	<input type="checkbox"/> G - NO LONGER VALID	<input type="checkbox"/> H - Quality Assurance, Manufacturing and Production
<input type="checkbox"/> K - Business, Cost Estimating, and Financial Mgt.	<input type="checkbox"/> L - Acquisition Logistics	<input checked="" type="checkbox"/> R - Information Technology
<input type="checkbox"/> S - Systems Planning, Research, Dev. & Eng.	<input type="checkbox"/> T - Test and Evaluation Engineering	<input type="checkbox"/> U - Auditing
<input type="checkbox"/> V - Program Management Oversight	<input type="checkbox"/> X - Education, Training & Career Development	

The top half of this screen comes directly from your IDP and cannot be edited here, but does need to be verified for accuracy (Figure 5). The bottom half of this screen requires filling out (Figure 6).

<i>i</i>	<p>NOTE</p> <p>If any your information is incorrect, you must go to your IDP and update the data on the IDP Web site.</p>
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1. Verify that all personal information is correct (Figure 5).
2. Verify that the **Highest Certification level and Career Field(s) Achieved** is correct (Figure 5).
3. Verify that the **Current Acquisition Career Field (ACF)** is correct (Figure 5).

Figure 6. Bottom of Step 1 Screen

Type of degree/education desired: (Check one)
Please select your College or University from the drop down menu. The list only reflects accredited institutions verified by the Department of Education. If your College or University is not listed, please contact the [ATAP Administrator](#).

A. R. T. TECHNICAL COLLEGE

business hours (include # hours) Bachelor's degree

Associate's degree Master's degree Desired Major: Information Technology

Have you received ATAP Funding previously? Yes No (If yes, please explain the circumstances under which you left the program.)

Save and Continue Save and Exit Cancel

This page was last saved on: March 28, 2005

4. Select your college from the drop down list (Figure 6).
5. Choose number of business hours, Bachelor's, Associate's, or Master's degree (Figure 6).

<i>i</i>	<p>NOTE</p> <p>Master's degree will only be an option if you are level 3 certified and an Army Acquisition Corps (AAC) Member. Otherwise, it will be grayed out as seen in Figure 6.</p>
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6. Answer the question, "Have you received ATAP Funding previously?" (Figure 6).
 - a. If **Yes**, explain the circumstances under which you left the program.
 - b. If **No**, then no explanation is needed.
7. Click **Save and Continue**, to save data on current screen and go to the next screen (Figure 6).

Step 2. Resume

Figure 7. Step 2. Resume Screen

1.Applicants Data 2.Resume 3.IDP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 2. Resume

Please input your resume here. You may either directly type in your resume or you may cut or paste the text from a Word document in the field below. Your resume will be limited to 10,000 characters. After you have entered your resume, click 'Save and Continue' to verify this information and move onto the next tab.

B I U [Rich Text Editor Icons] Characters: 1659

JASON DOUGLAS LONG
123 ABC Lane
Radford, Virginia 12345
Tel: (540) 111-1111
E-mail: jason.long3@us.army.mil

EDUCATION: *A.A.S., Information Systems Technology* May 2002
Networking Specialization
New River Community College, Dublin, Virginia

Bachelor of Arts, Philosophy May 1999
Minor in English
Virginia Polytechnic Institute and State University, Blacksburg, Virginia

Save and Continue Save and Exit Cancel

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1. Input your **Resume** into the text field using either of the options below (Figure 7).
 - a. Type your resume directly into the text field.
 - b. Import your resume from Microsoft Word by the process below.
 - i. Open your existing resume in Microsoft Word.
 - ii. Highlight all desired text.
 - iii. Click on the **Edit** menu and choose **Copy**.
 - iv. Return to your web browser with AAPDS.
 - v. Click on this icon: ; it is above the text box. This pastes the copied text into the field.
2. Click **Save and Continue**, to save data on current screen and go to the next screen (Figure 7).

Step 3. IDP Academic Plan

Figure 8. Step 3. IDP Academic Plan Screen

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Step 3. IDP Academic Plan

The courses listed below are pulled directly from the College Courses section of your IDP. You must add courses to your IDP and have your supervisor approve them before they will appear on this page. Click [here](#) to open your IDP. You must also check the box to the left of each course under "Include in ATAP", in order to request ATAP funding. If you do not check the box to include the course in your IDP Academic Plan, this course will not be funded by ATAP. Please fill in your estimated Book and Tuition costs, in accordance with the [ATAP Policy](#).

Include in ATAP	Course Number	Title	Estimated Book Cost	Estimated Tuition Cost	Start Date	End Date
<input checked="" type="checkbox"/>	MATH10	Calculus	\$99	\$750	September 1, 2004	December 15, 2004
<input checked="" type="checkbox"/>	HR203	Human Resource	\$100	\$800	January 1, 2005	May 15, 2005
<input checked="" type="checkbox"/>	MGN102	Management	\$75	\$1000	June 1, 2004	August 15, 2004

ATAP Tuition Totals for:
Fiscal Year 2004: \$1750
Fiscal Year 2005: \$800

Save and Continue Save and Exit Cancel

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The courses listed in this section are those that appear on your IDP under College Courses (Figure 8).

1. Verify that all the courses you need are listed. If any courses are missing, complete steps 'a' through 'c' below to get additional courses added to the list:
 - a. Go to your IDP (There is a link to your IDP near the top of this screen.)
 - b. Add the desired course(s) to your IDP under College Courses.
 - c. Your supervisor must then approve the course(s).
2. Under **Include in ATAP**, mark every box with a checkmark to the left of the course(s) for which you need funding (Figure 8).

<i>i</i>	<p>NOTE</p> <p>Any course without a checkmark under Include in ATAP will not be funded by ATAP. Therefore, mark all courses for which you need funding.</p>
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3. Enter the course number for every course you marked (**Include in ATAP**) (Figure 8).
4. Enter dollar amounts under **Estimated Book Cost** and **Estimated Tuition Cost** (Figure 8).

<i>i</i>	<p>NOTE</p> <p>Estimated Book Cost(s) is optional and default to \$0. Estimated Tuition Cost(s) is required.</p>
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5. The **ATAP Tuition Totals** are displayed by **Fiscal Year** at the bottom-right of the screen (Figure 8).

Step 4. Statement of Interest

Figure 9. Step 4. Statement of Interest Screen

1.Applicants Data 2.Resume 3.JIOP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 4. Statement Of Interest

Please input your statement of interest. Your statement of interest should detail, in 3000 characters or less, why you are applying for this program. You may either directly type in your statement of interest or you may cut and paste the text from a Word document. Click "Save and Continue" to verify this information and move onto the next tab.

Characters: 178

My statement of interest for Army Tuition Assistance includes the following reasons:

1. advancement in career field
2. Better knowledge of Acquisition community
3. etc....

Save and Continue Save and Exit Cancel

This page was last saved on: March 28, 2005

Your statement of interest should detail, in 3000 characters or less, why you are applying for this program (Figure 9).

1. Input your **Statement of Interest** into the text field using either of the options below (Figure 9).
 - a. Type directly into the text field.
 - b. Import from Microsoft Word by the process below.
 - i. Open or type your statement of interest in Microsoft Word.
 - ii. Highlight all desired text.
 - iii. Click on the **Edit** menu and choose **Copy**.
 - iv. Return to your web browser with AAPDS.
 - v. Click on this icon: ; it is above the text box. This pastes the copied text into the field.
2. Click **Save and Continue**, to save data on current screen and go to the next screen (Figure 9).

Step 5. Curriculum

Figure 10. Step 5. Curriculum Screen

1.Applicants Data 2.Resume 3.IDP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 5. Curriculum

Please input your official course curriculum here. You may cut and paste this information from your online course manual. Additionally, please state the source of this data (i.e. the website, course catalog, etc.). [Here is a sample](#)

Characters: 1704

Curriculum Chart 2004-2005

B.S. in Business Administration with a Concentration in Accounting
BUBA02.GE04

1. Foundation Courses:

			Credits
English:	EN101	College English I	3.0
	EN102	College English II	3.0
Literature:	EN201	Literature I	3.0
	EN202	Literature II	3.0
History:	HS101	Western Civ. in World Perspective	3.0
	HS102	Western Civ. in World Persp. II	3.0
Information Technology:	IT100	Information Technology	3.0

Save and Continue Save and Exit Cancel

This page was last saved on: March 28, 2005

Input your official course curriculum in the text field. Also state the source of the data (i.e. a Web site or a course catalog) (Figure 10).

1. Input your **Curriculum** into the text field using either of the options below (Figure 10).
 - c. Type directly into the text field.
 - d. Import from Microsoft Word or another Web site by the process below.
 - i. Open your existing curriculum.
 - ii. Highlight all desired text.
 - iii. Click on the **Edit** menu and choose **Copy**.
 - iv. Return to your web browser with AAPDS.
 - v. Click on this icon: ; it is above the text box. This pastes the copied text into the field.
2. Click **Save and Continue**, to save data on current screen and go to the next screen (Figure 10).

Step 6. Enrollment Status

Figure 11. Step 6. Enrollment Status Screen

1.Applicants Data 2.Resume 3.IDP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 6. Enrollment Status

By clicking the Enrollment Verification checkbox, you are confirming that you are either currently enrolled in your College/University or have been accepted into a degree program at that institution. You must provide proof of enrollment/acceptance if requested.

Enrollment Verification:

This page was last saved on: March 28, 2005

This screen requires you to verify that you are enrolled or accepted into a degree program (Figure 11) at the College/University chosen on [Step 1. Applicants Data](#).

1. Click the box to mark it with a checkmark, if indeed you are enrolled or have been accepted into a degree program at your chosen institution (Figure 11).
2. Click **Save and Continue**, to save data on current screen and go to the next screen (Figure 11).

Step 7. ACRB

Figure 12. Step 7. ACRB Screen

1.Applicants Data 2.Resume 3.IDP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 7. ACRB

Your ACRB has been automatically pulled from CAPPMS. To view the web based version, [click here](#). If your ACRB needs to be updated, please contact your [Acquisition Career Manager](#). By clicking on the ACRB Verification check box, you are confirming that your ACRB is current and accurate. Click the "Save and Continue" button to verify this information and move onto the next tab.

ACRB Verification:

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This screen requires you to verify that your ACRB is correct (Figure 12).

1. Click on the link to view a web based version of your ACRB.

Figure 13. Web Based ACRB

ACQUISITION CAREER RECORD BRIEF				UNCLASSIFIED/PRIVACY ACT PROTECTED INFO			
BRIEF DATE 03/28/2005		WEB		PAY PLAN/GRADE	SERIES/AOC	SSN	NAME AA BLANK
SECTION I - CURRENT POSITION DATA		SECTION II - SECURITY		SECTION III - ACQ CORPS DATA		SECTION IV - PERSONAL	
TITLE	CLEARANCE TYPE Secret	SVC COMP D 12/12/2000	AAC MEMBER Acq Corps Member	AAC ACCESSION DATE		ARMY CIVILIAN	
CATEGORY	INVESTIGATION TYPE Complete Backgro	CDG YEAR Yes 02/02	AAC CAREER FIELD Systems Planning	MONTHS OF ACQ EXP		MAILING ADDRESS	
AAC CERT LEVEL REQ	SECTION V - PREFERENCE	CAP No	AAC CERT LEV REQ	AAC RESERVE STATUS Standby Reserve -		STREET 1125 ARBITRARY ROAD	
COMMAND US ARMY V CORPS (ASASANDUR)	GEOGRAPHICAL STATENISLE NY GAINSTON TX BURLINGTON VT	DATE ENTERED PRESENT POSITION 02/02/2000		3-YR REVIEW DATE		CITY SHOGUN STATE UT ZIP	
PERSONNEL OFFICE	FUNCTIONAL System Backlog Engineering	SECTION VII - EDUCATION		FAX # (011) 333-0310		WORK PH# (002) 332-2264 DSN	
ACQ POSITION TYPE	COMMAND ONACTOZ.COM	SECTION VIII - AWARDS		HOME PH#		E-MAIL H05E9TH05E ML	
APL NUMBER	SECTION VIII - AWARDS		INSTITUTION SWS HAWCOLLIEE	DEGREE Fed In-Industrial Degr		SECTION X - CERTIFICATIONS/LICENSES	
SECTION VI - ACQ LEADER TRAINING	ACHVMT AWD FOR CIVILIAN S	03/03/2003	DISCIPLINE SOUTH PLANS/STRATGIC BNC-BS	YEAR 2002		CAREER FIELD	LEVEL DATE
COURSE	DATE		INSTITUTION TOWNS COLLEGE	DEGREE Associate Degree		Construction	2 03/01/2003
EFFECTIVE MANAGERIAL COACHIN	03/01/2004		DISCIPLINE ELECTRONIC ENGINEERING	YEAR 2000		Program Management	2 03/01/2003
RUNNING AROUND IN CIRCLES	03/01/2003		INSTITUTION	DEGREE		PROFESSIONAL LICENSE	
			DISCIPLINE	YEAR		DATE	
			HIGHEST DEGREE Associate Degree	ACQ CORPS QUAL - CREDIT 28 Sem Yrs Required Degrees		PROJECT MANAGEMENT PROFESSIONAL (PM)	
			SECTION IX - ASSIGNMENT HISTORY		CONTINUOUS LEARNING		02/02/2000
			FROM MO ORGANIZATION LOCATION COMMAND DUTY TITLE SERIES GRADE APC SUPPR		END DATE: 03/04/2005 POINTS: 0		
			03/01/2000 01 NEHCO NEHCO VCORPS 0				N
			03/03/2000 1 2002 FORSCOM TITLE				N
			03/03/2000 24 250 015 BASFORD BASFORD VA 6065A TRAF		STX		Y

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith. The above named individual is Certified in the Career Field as indicated in Section X.

2. Verify that all information on your ACRB is correct and then close the popup window with your ACRB (Figure 13).
 - a. **If correct:** click the box beside **ACRB Verification** to mark it with a checkmark.
 - b. **If incorrect:** click on the link to contact your Acquisition Career Manager to get changes made.
3. Click **Save and Continue**, to save data on current screen and go to the next screen (Figure 13).

Step 8. Checklist and Submit

Figure 14. Step 8. Checklist and Submit Screen

1.Applicants Data 2.Resume 3.IDP Academic Plan 4.Statement Of Interest 5.Curriculum 6.Enrollment Status 7.ACRB 8.Checklist and Submit

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Step 8. Checklist and Submit

All checkboxes must be completed in order to submit your application. If a checkmark is missing next to one or more of the required steps, you must go back and complete that tab

- 1. Applicants Data
- 2. Resume
- 3. IDP Academic Plan
- 4. Statement Of Interest
- 5. Curriculum
- 6. Enrollment Status
- 7. ACRB

Click [here](#) to preview what your submitted application will look like

Upon clicking 'Submit,' your ATAP application package will be forwarded to your Supervisor for approval. Any updates to your IDP and ACRB made after your packet has been submitted will not be viewable to those reviewing your application. Please ensure your IDP and/or ACRB is updated prior to submitting the packet. If you need a change made prior to the close the date of the announcement then you must contact the ATAP Administrator.

This screen allows you to verify that you have completed every step and allows you to submit your completed application (Figure 14).

1. Verify that every step is complete, checking that there is a checkmark beside the seven steps listed on this screen (Figure 14).
2. Click to preview what the submitted application will look like (Figure 14).

	NOTE Any updates to your IDP and ACRB made after your packet has been submitted will not be viewable to those reviewing your application. Please ensure that your IDP and/or ACRB is updated prior to submitting the packet.
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3. Verify the accuracy of all data and if any data needs changing (Figure 14).
 - a. **If correct:** continue to the next step.
 - b. **If incorrect:** complete steps 'i' –'v'.
 - i. Look at what section the error is in.
 - ii. Return to that section and make the needed change(s).
 - iii. Return to **Step 8. Checklist and Submit** by clicking on its tab.
 - iv. Click to preview your application.
 - v. Verify the accuracy of all data; if you find more errors, repeat steps 'i' –'v'.
4. If everything is complete and correct, click **Submit Application** (Figure 14).

	<p>NOTE</p> <p>The Submit Application button will be inactive (grayed out) until every step is complete.</p>
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- Once your application has been submitted for review, an email will be sent to your supervisor informing them of your request.
- Your supervisor will be asked to approve or disapprove your request. If approved, your request and application will be sent to the event coordinator.