



DEPARTMENT OF THE NAVY

NAVAL ACQUISITION CAREER CENTER
P O BOX 2033
MECHANICSBURG PA 17055-0784

12410
Ser D0001/007
11 Apr 11

From: Director, Naval Acquisition Career Center (NACC), Mechanicsburg, PA
To: Students

Subj: GUIDELINES FOR USE OF ACQUISITION WORKFORCE TUITION ASSISTANCE PROGRAM (AWTAP) FUNDING

Encl: (1) Authorization, Agreement and Certification of Training (SF-182)
(2) NACC ltr 12410 Ser D0001/005 of 8 Mar 11

1. Tuition assistance has been approved per the accompanying SF-182 (enclosure 1). Present enclosures (1) and (2) to your school at the time of registration. If your school requires payment at the time of registration, notify the Naval Acquisition Career Center (NACC) Funding Administrators at (717) 605-6657/2670. Pen and ink changes are not authorized; any modifications made to enclosure (1) or the invoice will nullify this authorization. Changes to the SF-182 must be accomplished via an amendment; amendments will be considered for up to 15 days after the start date of this class.
2. Documentation of grades earned must be submitted within 45 days after the stated course end date. Grades must be reflected on an official document and clearly identify the school, student name, course title and number, number of credits earned and the school session, term or semester dates. The course title and number on the official document must match the course title and number indicated on the Educational Development Plan (EDP) and enclosure (1). You must submit your grade by using the eDACM website and going to Manage Career/Tuition Assistance/Manage EDP and clicking on "Manage Grades".
3. You must read the AWTAP Policy dated 01 March 2011. If you do not adhere to the AWTAP Policy, you may be required to reimburse AWTAP funding received and/or lose your AWTAP eligibility.
4. For assistance, please contact the eDACM Support Team by email at: edacm_Support@navy.mil or by contacting the eDACM Help Desk at (717) 605-2357.
5. Your efforts to further your education will enhance the professionalism of the Navy's Acquisition Workforce.

A handwritten signature in black ink, appearing to read "Hugh C. Smith", is positioned above the printed name.

HUGH C. SMITH