

Tuition Assistance Guide:

Department of the Air Force Civilian Employees

AFPC/DP2ZLF

Last Update: August 2022

This guide addresses responsibilities of the:

Air Force Personnel Center Directorate Personnel Operations, Talent Management Division's:

Civilian Functional Training and Education Section (AFPC/DP2ZLF)

Career Field Teams (CFT) (AFPC/DP2Z)

Department of the Air Force Civilian Employee

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Section 1: Overview

1. AIR FORCE CIVILIAN TUITION ASSISTANCE PROGRAM (CTAP)

CTAP is governed by DAFI 36-2670, [Total Force Development](#) and AFMAN 36-606, [Civilian Career Field Management and Force Development](#). Program policies and processes are available via myPers Knowledge Article #32991 [Civilian Tuition Assistance Program \(CTAP\) Request Process](#).

2. CTAP ELIGIBILITY

Civilian Tuition Assistance (CIV TA) is only available to Department of the Air Force (DAF) Career and Career Conditional full-time appropriated fund employees. This excludes PALACE Acquire (PAQ) and COPPER Cap (COP) employees and employees assigned to Acquisition Professional Development Program (APDP)-coded positions. However, employees assigned to APDP-coded positions seeking coursework at the Doctorate level are eligible for CIV TA.

The following appointments are eligible for Tuition Assistance:

- Career Executive Assignment - Conditional
- Career Executive Assignment - Career
- Competitive - Career
- Competitive - Career-Conditional
- Excepted - Career
- Excepted - Conditional
- SES- Career

The following appointments are not eligible for Tuition Assistance:

- Excepted Appointment - NTE
- Excepted Indefinite
- Provisional Appointment - NTE
- SES-Limited Term Appointment - NTE
- SES-Non-Career-Indefinite
- Temporary Appointment - NTE
- Term Appointment - NTE
- Overseas Limited Appointment
- Retention in Status Quo
- Veterans Readjustment Appointment

1. For additional information the [PAQ & COP programs](#) and APDP, reach out to your Career Field Team (CFT) point of contact. CFT contact info can be downloaded from the myPers Knowledge Article #3299, [Civilian Tuition Assistance Program \(CTAP\) Request Process](#).
2. Additional information on Acquisition Civilian Tuition Assistance (ACQ TA) is available via the Acquisition Civilian Portal: <https://www.my.af.mil/gcss-af/USAF/content/edoptuition>. **NOTE:** Students that do not meet the three-year eligibility requirement are eligible for CIV TA and should contact their respective CFT, as necessary.
3. Additional information on Nonappropriated Fund (NAF) tuition assistance is available via the [NAF Career Program](#) website or by contacting the [Force Support Career Field Team \(CFT\)](#).
4. Civilians employed by the Air National Guard and Air Force Reserve must contact their respective Education Office for assistance.

3. **CTAP RULES**

1. TA is not provided whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships or awards, etc., or when payment would constitute a duplication of benefits paid to the institution. However, TA can be used in conjunction with federal student aid loans and grants.
2. TA applies to CLEP and DANTES tests, and coursework leading to degrees at the associate's, bachelor's, master's (includes Juris Doctorate), and doctorate levels. TA is not provided for courses at a level lower or equal to a degree already attained.
3. TA cannot be used to pay for college certificate programs, professional certification fees, charges related to accrediting work or life experiences or the following examination fees: Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), Law School Admission Test (LSAT), Medical College Admissions Test (MCAT), Standard Achievement Test (SAT) or Admissions College Test (ACT).

4. For NAF, PAQ & COP TA programs and APDP information, contact the servicing Career Field Team (CFT)
5. For Acquisition Civilian TA information, visit the Acquisition Civilian Portal for further guidance: <https://www.my.af.mil/gcss-af/USAF/content/edoptuition>. There may be exceptions based on employee status at the time of implementation (1 Oct 2020). Students who do not meet the three-year eligibility requirement for Acquisition TA are eligible for CIV TA and will apply for funding as outlined in this guide.
6. Civilians employed by the Air National Guard and Air Force Reserve must contact their respective Education Office for tuition assistance.
7. Participants are capped at \$4,500 in TA per fiscal year. This limit is inclusive of any Civilian TA and Reserve TA combined per fiscal year.
8. The SkillBridge program is for DAF enlisted and officer personnel and DAF Civilians are not eligible.

NOTE: The funding request window is no later than seven (7) days and no earlier than 45 days before the class start date (CSD). TA is not retroactive and must be approved before classes begin. If there are technical difficulties, contact the servicing CFT before the class start date. The institution determines when to add term dates in the Academic Institution (AI) Portal for selection in the [AF Virtual Education Center](#) (AFVEC). Employees must contact the institution for information regarding available degrees, terms, courses, tuition rates, and invoice information visible in AFVEC.

Section 2: AF Virtual Education Center (AFVEC) Account Registration


ACCOUNT REGISTRATION

Regardless of the different TA funding programs such as Civilian TA, Acquisition TA, and PAQ & COP TA, the application process for tuition assistance is the same.

The following information will guide DAF employees through the Air Force Virtual Education Center (AFVEC) TA request process.

- Open Google Chrome and register or log in to [AFVEC](#).
 - If met with a spinning circle, try refreshing the page.
 - If met with a page error, try clearing cookies and retry.



 **AIR FORCE**
Virtual Education Center

REGISTER AN ACCOUNT

What Service are you?

Air Force - Military

Air Force - Civilian


Army

Coast Guard

Marine Corps

Navy

Already have an account?
[Login](#)

 **AIR FORCE**
Virtual Education Center

REGISTER AN ACCOUNT

Location *

SSN (e.g., 111223333) *

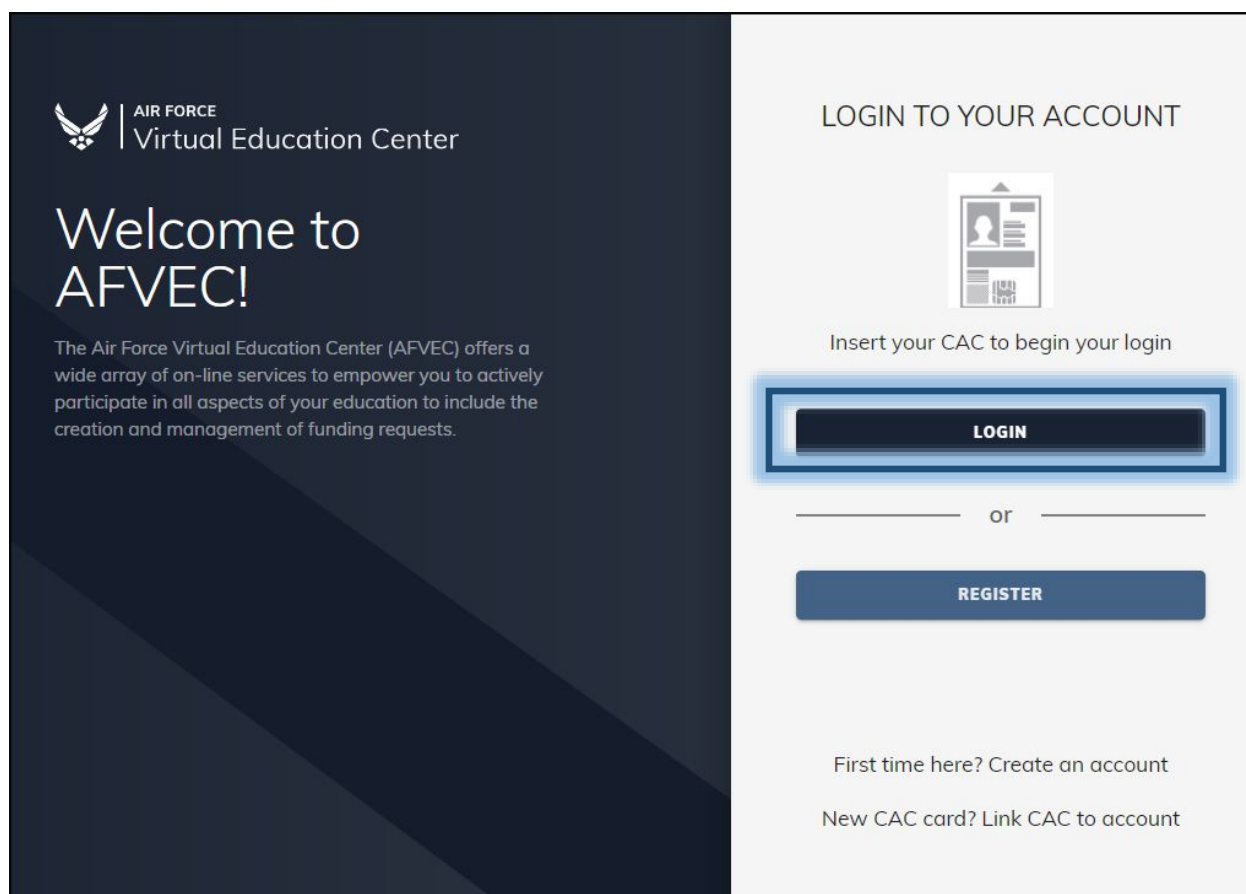
Confirm SSN *

Email *

Confirm Email *

REGISTER AN ACCOUNT

Already have an account?
[Login](#)



It is important to approve a TA funding request as soon as possible, especially in the fourth quarter of the fiscal year. Funding is not guaranteed!

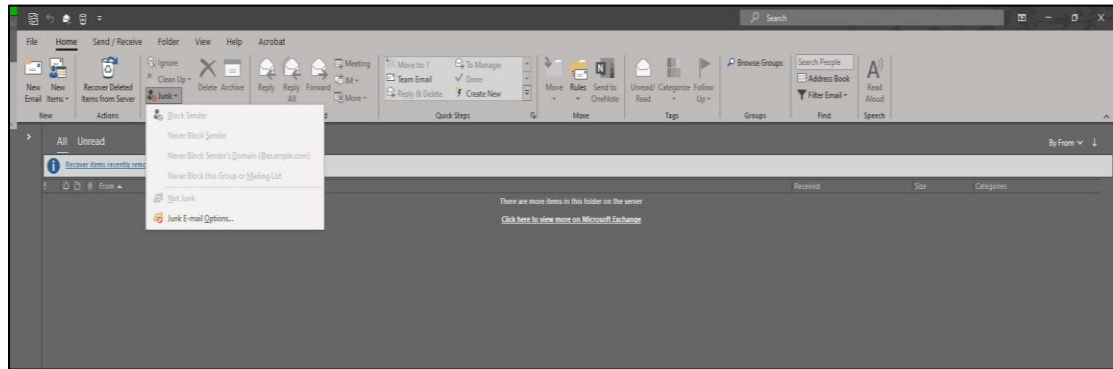
After submitting a TA funding request, the employee should inform their supervisor they have submitted a funding request in AFVEC and should expect to receive an email containing the approval link for their action.

NOTE: If the supervisor and Career Field Team POC do not sign the funding request, the course will be dropped from the system on the course start date. To help ensure the supervisor receives the automated email containing the funding request approval link, the student and supervisor should complete the actions below:

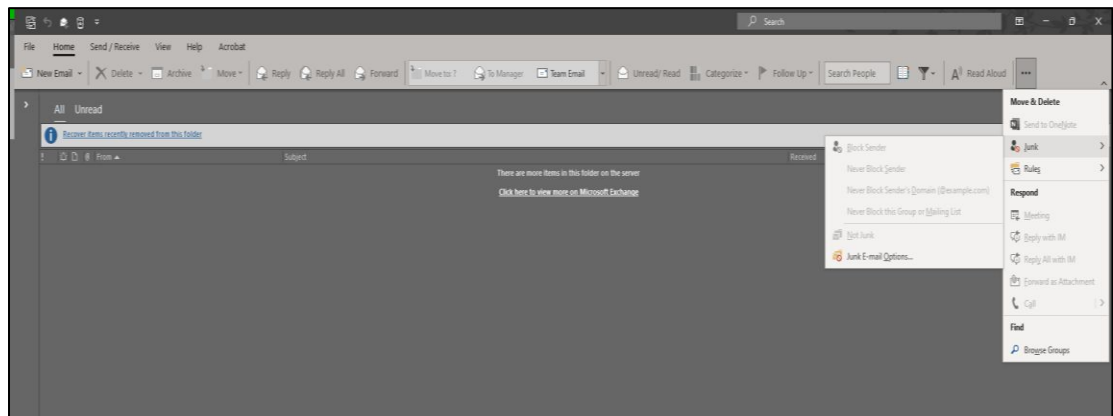
1. Student and Supervisor update Air Force Outlook account
 - a. Click "Junk" dropdown inside the "Home" tab at the top of the screen in the Outlook menu bar
 - b. Select "Junk E-mail Options"
 - c. Click "Safe Senders" tab

- d. Click "Add..."
- e. Insert admin@afaems.us.af.mil and hit "OK" then "Apply"

Classic Ribbon View



Simplified Ribbon View



2. Student informs supervisor that they submitted a funding request
3. Supervisor checks Outlook Inbox and Junk folder for system-generated approval email
 - a. Copy funding request link from email and paste to Google Chrome. The request is not visible in the supervisor's AFVEC account, and the supervisor does not have access to the employee's AFVEC account.
 - b. If there is an error, try clearing cookies and retry.

Section 3: AFVEC Functions

1. AFVEC DASHBOARD

Upon login, the **Dashboard** will be displayed showing the TA Fiscal Year remaining available balance, Education Goals, and Education Center Contact information. Important to note: DAF Civilian employees are not serviced by their Base Education Center for tuition assistance, but instead by their Career Field Team (CFT). The Fiscal Year remaining available balance will be adjusted each time a student selects the Goal “APPLY FOR FUNDING” link and submits a request.

Civilian employees eligible for CIV TA and Guard or Reserve TA in the same fiscal year may receive a maximum of \$4,500 CIV TA and Reserve/Guard TA combined. The CTAP fiscal year cap is not reduced for civilian employees who receive active duty tuition assistance and civilian tuition assistance (CIV TA, ACQ TA, PAQ TA) within the same fiscal year.

Civilian employees who had a military goal will need assistance from their CFT. The employee’s old goal must be marked “Obsolete” in AFAEMS so a new CTAP goal can be created.

NOTE: PAQ & COP TA is funded at 100% and there is no fiscal year cap; however, the AFVEC FY cap displayed will always be \$4,500. The employee may click on Education Goal “View Details” link or the Funding Request link to track fiscal year totals.

- Dashboard
- Messages
- Funding Requests
- Education Goals
- SkillBridge Applications
- Virtual Benefits Training
- CCAF Action Requests
- Documents
- Scheduled Tests
- Test Scores
- Supervisor
- Education Center Visits
- Reimbursements
- Reimbursement Transactions
- RESEARCH
- AF COOL

EDUCATION PROGRAMS

“CREATING NEW AFVEC USER ACCOUNTS”

SUPERVISOR EMAILS

TUI VS. ABU

← Welcome Back

Civilian TA

Fiscal Year Cap

\$4,500.00

Funding Remaining

ACTIVE EDUCATION GOALS

Developmental Education

APPROVED UNIVERSITY • PhD Degree

0% COMPLETE

Completed Credits: 0.00

Transferred Credits: 0.00

Remaining Credits: 60.00

APPLY FOR FUNDING

VIEW DETAILS

ED CENTER INFO

Ed Center

CTAP (CTAP)

Mailing Address

Air Force Personnel Center

550 C Street, West

Contact Info

MyPers CTAP Location

Needs Assessment Survey

Your education center is not offering a needs assessment at this time. Please continue to check back or Click Here to learn more.

Ed Center Events

CCAF Graduation

11/02/2021

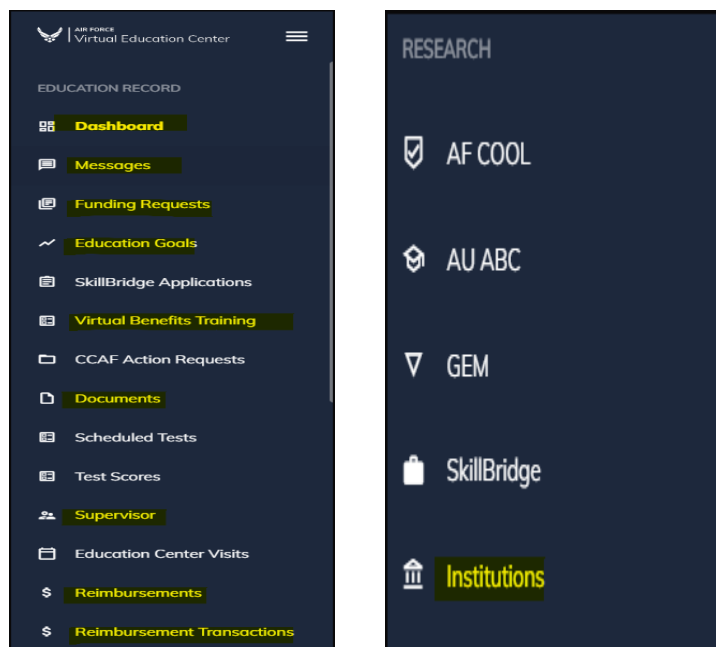
Tuition Assistance Request Guide for DAF Civilian Employees (AFPC/DP2ZLF) Page 11 of 50

2. GETTING STARTED

To request TA funding, you must 1) create an Education Goal, 2) attach a degree plan, and 3) submit the goal for review. However, there are steps that must be taken before an Education Goal can be created. Please follow the below instructions to get started:

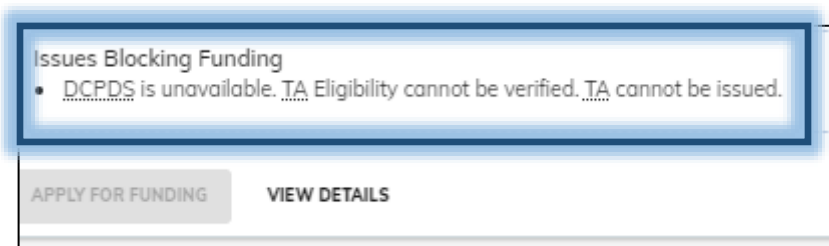
1. Ensure selected academic institution meets CTAP eligibility parameters before applying to a degree program. Use the AFVEC “Institutions” link in the main menu to look up the school to verify the below requirements are in place:
 - a. The school must have a current [DoD Memorandum of Understanding \(MOU\)](#) and be approved for the DAF funding program (ACQ TA, PAQ/COP TA, CIV TA). The school must also accept GPC payments.
 - b. If institution updates or changes are needed, the employee must contact the school. This includes MOU information, classes, degrees, semester and quarter hour tuition rates, and contact information listed in the Institutions link. Unlimited quarter hour/semester hour flat rate tuition rates cannot be used when applying for TA.
 - c. Institutions can submit or update MOU information on the [DoD MOU](#) website. The institution can then request access to submit invoices and update grades in the [Academic Institution \(AI\) Portal](#).
2. Select the Virtual Benefits Training link in the main menu.
 - a. Employees who are eligible for CIV TA and PAQ TA will complete the CTAP version only. This includes TA for PhD degrees.
 - b. Individuals who meet the 36-month ACQ TA requirement for degrees up to the Master’s level will complete the ACQ TA version only.
3. Click on your name at the top right of the AFVEC screen and select “My Profile”. The AFVEC Profile Contact Info and Mailing Address must be filled out completely. If any information is missing from the Civilian Personnel Data fields in your profile, use the AFVEC Messages link to request assistance from the CFT.
4. Click the “Supervisor” link in the main menu and update all fields.

5. The Education Level (highest degree level only) must be updated, but an employee does not have access to this screen. If a completed degree is updated in DCPDS, the information will be automatically updated in the AFVEC. If an employee receives an Education Level error when attempting to create a goal, they can create an AFVEC message with the information.
- If the highest degree level is a high school diploma or equivalent, create an AFVEC message titled “Education Level Update Request” and include the graduation day, month, and year. NOTE: a complete date is required.
 - If the highest degree level is an associate’s, bachelor’s, or master’s degree, create an AFVEC Message and attach the full-page degree conferral transcript PDF. Only the highest degree level will be updated. The AFVEC uses the information to determine which goals the employee is eligible for. The school’s watermark or the transcript vendor’s information must be visible.
 - Transcripts for incomplete degrees, graduate certificates, and cropped images of transcripts are not accepted for Education Level updates; however, acceptable transcripts may be uploaded by the employee in the AFVEC “Documents” link if there is something significant to report after the goal has been created. A transcript may also be submitted for overdue grades that the institution has not reported within 30 days of the class end date.



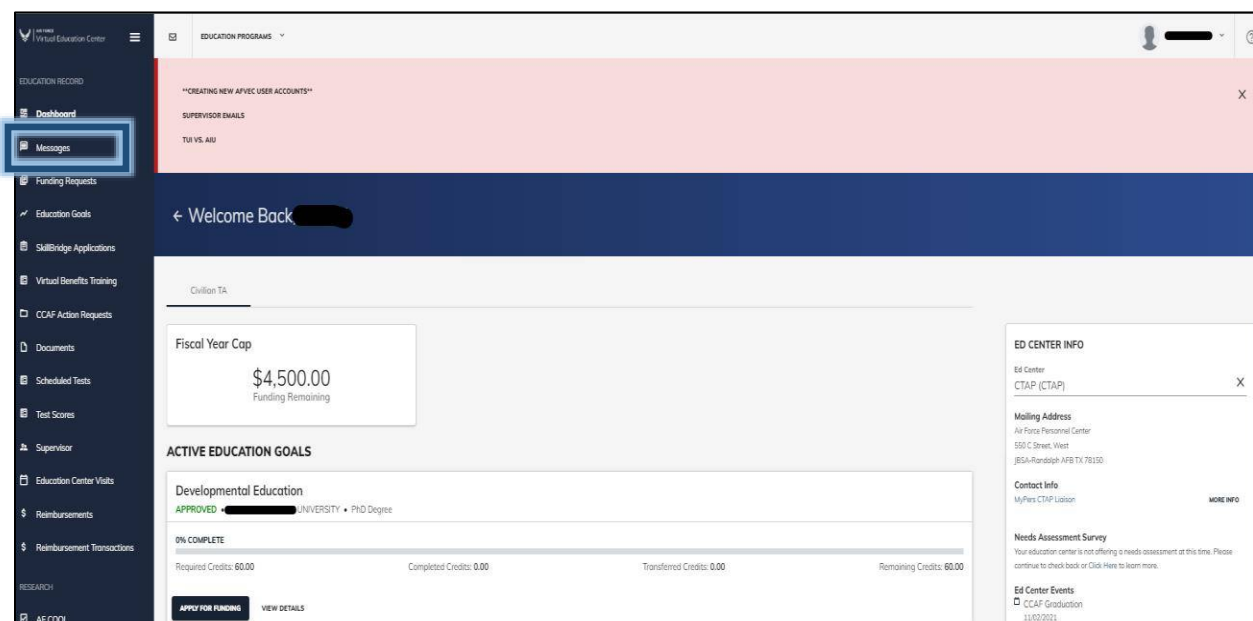
- d. It is not required, but if an employee would like to update degree completion in myBiz / myPers, instructions are found in the [myPers Self Service Knowledge Article #19331](#) under “Education Record Updates.”

6. Goals and Funding Requests cannot be created when DCPDS is down or under maintenance. AFVEC syncs with DCPDS to determine funding eligibility. If multiple people in the work area receive the same message, it is likely a system-wide issue. Long-term outage notifications and important information will appear within a pink banner at the top of the AFVEC Dashboard screen. Try again at a later time. If the DCPDS error message only affects one employee’s record, the employee can submit a Technical Issue ticket (see pg. 11-12 of this Guide).



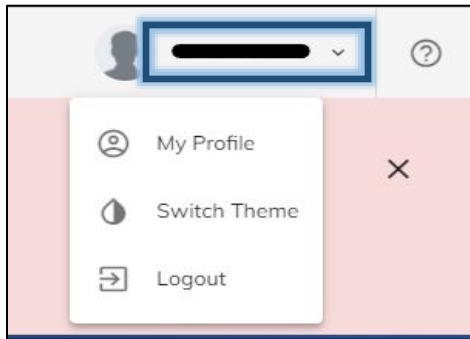
3. MESSAGES

The Messages link should be used to communicate with the CFT. This ensures that information is saved and accessible to individuals who can assist. Ensure that the message includes detailed information such as the funding request number or course number and class start date. If there is an error, take a screen shot, save it as a PDF, and attach it to the message.



4. PROFILE

Click on the arrow next to the name in the top right corner of the screen to open the Profile. After account creation, the **My Profile** screen must be filled out completely. If not, an Education Goal cannot be created and other areas of AFVEC will be inaccessible. Review the most recent SF50 to verify employment data.



- Use the AFVEC Messages link to contact the CFT if the Civilian Personnel Data information is blank
- In the Email Address field enter the official Air Force email address and in the Personal Email Address field enter a personal email address
- Do not enter the same email address twice
- If an employee is eligible for Acquisition TA, the “**Civilian Acquisition Eligibility Date**” will be visible

Personal Data

Username	Profile Created	
Record Status	Assigned Role	Assigned Unit
		0000 AF PERSONNEL CTR HQ

Civilian Personnel Data

Job Title	Occupational Series	Career Program Position
HUMAN RESOURCES SPECIALIST (HRD)	0201	ForceSupport
Acquisition Position	Acquisition Position Career Level	Civilian Acquisition Eligibility Date
Org Structure ID	Acquisition/Deployment Type	
	1A - Competitive - Career	

Contact Info

Email Address	Personal Email Address
Required	Required
Duty Phone	Personal Cell
Required	

Mailing Address

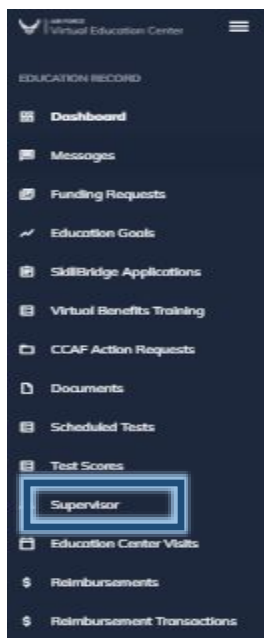
Street Line 1		
Required		
Street Line 2		
City	State	Zip Code
Required	Texas	Required

UPDATE

5. SUPERVISOR INFO

Select the “Supervisor” link in the left menu and complete each field. It is best practice to copy and paste the supervisor’s official email address into AFVEC: create an Outlook email, add the supervisor to the “To:” block, right click on the email address to copy the supervisor’s official email address, and paste it in AFVEC. This will ensure the supervisor is notified when there is a funding request.

It is common for Outlook to move the funding request notification emails to spam or Junk folders. Supervisors who don’t want to provide their personal email address should consider creating a personal email account specifically for TA funding requests. The funding request received in the personal email account can then be forwarded to the Air Force email address if automated emails are blocked.



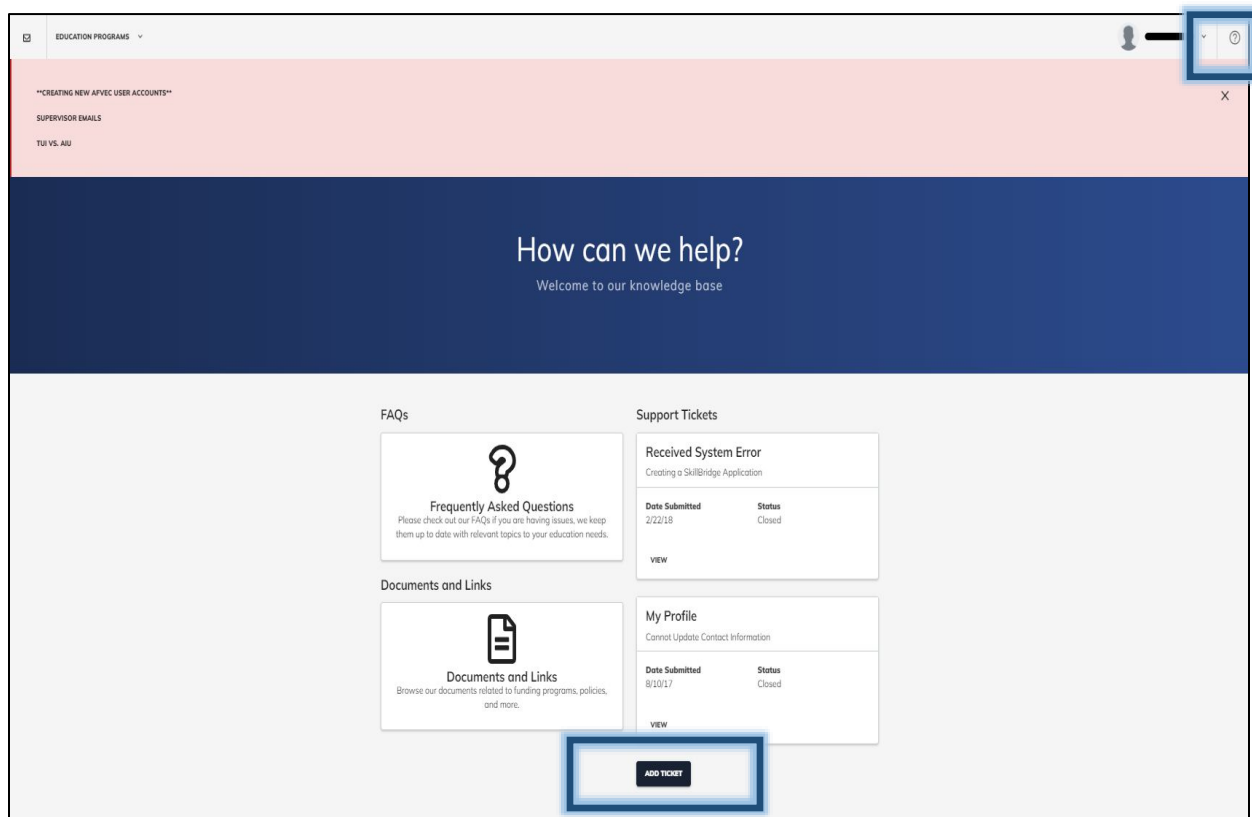
← Student Supervisor

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	<input type="text"/> Alternate Email
<input type="text"/>	<input type="text"/>
Email is not formatted correctly	Email is not formatted correctly
Phone Number	<input type="text"/>
<input type="text"/>	<input type="text"/>

6. ASSISTANCE

Students can find answers to questions and request assistance by clicking on the question mark icon at the top right of the screen. Review the AFVEC FAQs, Virtual Benefits Training, and the [myPers CTAP Knowledge Article #32991](#) before requesting assistance. When creating a ticket, verify it is created under the correct category so that it is routed properly. Routine requests will generate an AFVEC message to the CFT instead of a help desk ticket for technical issues.

Please do not use the Messages link to request assistance for other members. The request is routed based on your account profile. The Civilian CFTs cannot answer questions regarding military programs. Those individuals must create AFVEC messages and support tickets by logging into their own account.



Scroll the entire page and select the appropriate Help Ticket type. The annotation, “*You will need to contact your education office for assistance. Their contact information is below.*” applies to military personnel. When the Submit Message link is clicked, an AFVEC message will be created and routed to the CFT.

Personal Data

Issues Related To

- Acquisition information needs updating (civilians only)
 - Activated end date needs updated
 - ANG/Reserve on active duty orders
- Assigned base needs updated
- Assigned unit needs updated
- Date of Separation (DOS) needs updated
- DCPDS listed as unavailable
- I am receiving an error statement
- MILPDS listed as unavailable
- Name Change
- Need assistance clearing a system warning message
- Need to change record type (military to civilian)
- Rank/Grade needs updating
- Record shows you have a UIF/Referral OPR/EPR (military only)
- Your record status needs to be updated

You will need to contact your education office for assistance. Their contact information is below.

CTAP Education Center

DSN:

Commercial Phone:

Email Address:

SUBMIT MESSAGE

Education Goal or Funding Requests

Issues Related To

- Assistance creating a funding request
- CCAF Instructor issues
- Funding request information needs to change
- Grades are missing, overdue, or wrong
- I am receiving an error statement
- I have / need an extension for my course
- I need assistance clearing a system warning
- Issues regarding the evaluated degree plan
- Need to drop a course
- Problems creating a goal
- Questions concerning my credit caps
- Questions concerning my GPA
- Reimbursement or refund questions
- Want to change schools or major

You will need to contact your education office for assistance. Their contact information is below.

CTAP Education Center

DSN:

Commercial Phone:

Email Address:

SUBMIT MESSAGE

Technical issues using AFVEC site

Issues Related To

- Errors while processing information
- Errors while trying to access areas (other than CCAF Student Services)
- Problems signing forms or documents
- Pages or screens not loading or operating
- Errors sending system messages
- Errors accessing AFVEC areas

Issues regarding CCAF Student Services MUST be brought to your base education office. We do not have access or oversight.

SUBMIT TICKET

7. EDUCATION LEVEL

This is not an area that is visible to a student in AFVEC, but it can be manually updated by their CFT in order to determine the employee's eligible degree level. AFVEC pulls this information from DCPDS, and the education level is normally updated in DCPDS if a degree is a condition of employment. The employee can also self-certify a degree completion in myBiz. Refer to the myPers Knowledge Article #19331 [Education Record Update Self Service](#) for the self-certification process.

If an education level error appears, an employee can update their myBiz or request a manual update by creating an AFVEC message titled "Education Level Update" and attaching a copy of the official or unofficial transcript for the highest degree awarded. The transcript must have the degree conferral date. Some institutions provide downloadable transcripts that do not have the school's watermark. If so, ensure the headers and footers of the download website are visible.

Transcripts are not required for this update if no degree has been awarded. Employees who have not completed a degree may create an AFVEC message and annotate the high school graduation **day, month, and year**.

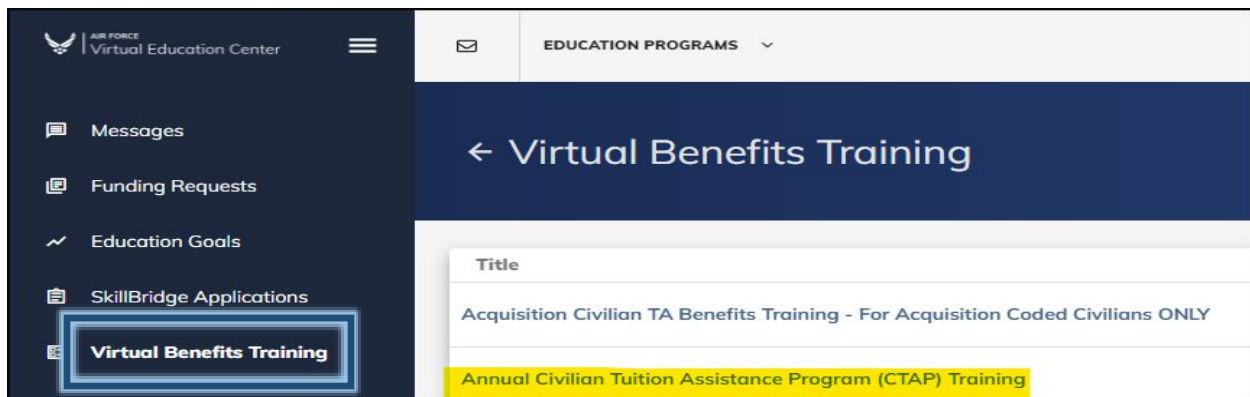
- You do not have an education level on file. You must update DCPDS with your current education level before you will be eligible to create an education goal.

8. VIRTUAL BENEFITS TRAINING

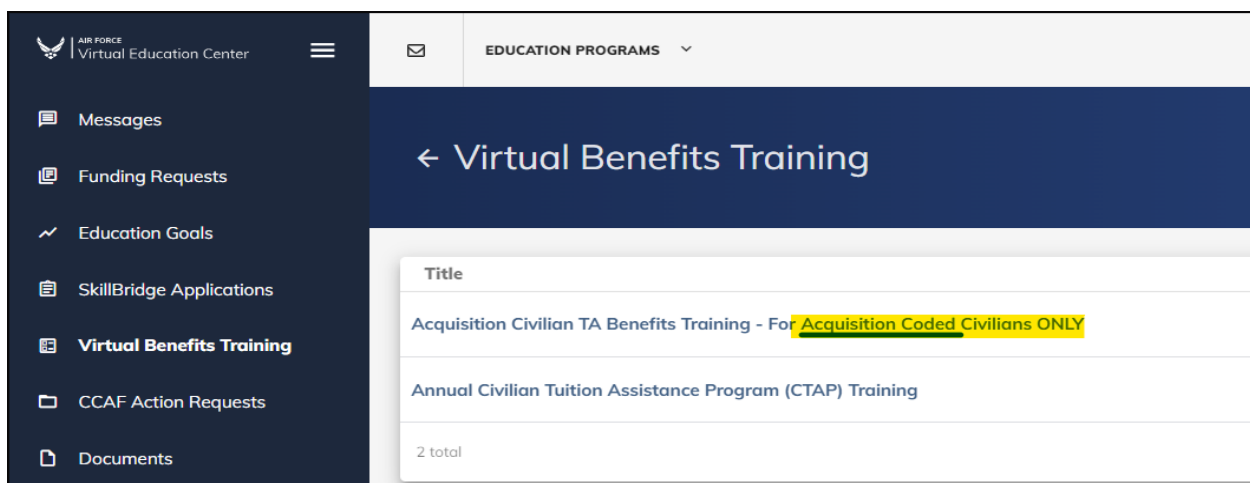
To receive funding, complete the initial CTAP training only and review annually thereafter.

Acquisition employees who do not meet the three-year requirement and are eligible for CIV TA only at the rate of 75% and must complete the CTAP Virtual Benefits training only.

Acquisition employees who are pursuing a doctoral degree are eligible for CIV TA only at the rate of 75% and must complete the CTAP Virtual Benefits training only.



Acquisition Virtual Benefits Training is for individuals who need to create an Acquisition TA goal on or after the Civilian Acquisition Eligibility Date annotated in their profile.



CIVILIAN ACQUISITION TUITION ASSISTANCE VIRTUAL BENEFITS TRAINING

- This training is **only required for civilians assigned to an acquisition-coded position using the Civilian Acquisition TA Program** (not civilians using the Civilian TA Program (CTAP)).

PROGRAM POLICY/GUIDELINES:

Civilian Acquisition TA (ACQ TA) is for members of the acquisition workforce **currently assigned to acquisition coded positions with a minimum of 3 years civilian DoD acquisition coded experience**. Any student currently receiving funding under Civilian Acquisition TA as of 22 Jun 20 will remain eligible. This 3-year experience requirement is only for new program participants effective 23 Jun 20 who have not previously received Civilian ACQ TA funding. Students must be current for acquisition certification requirements (or on approved waiver) and current in Continuous Learning (CL) points based on current CL policy in effect.

NOTE: If you are a Palace Acquire (PAQ) or Copper Cap, the 3-year acquisition experience requirement does not apply based on PAQ and Copper Cap policy. Students who are PAQ or Copper Cap are aware of their status.

9. INSTITUTIONS

Prior to applying to an institution's degree program, review the AFVEC "Institutions" link to determine if the school has a current Memorandum of Understanding (MOU). Also review the programs for which TA is approved, number of students enrolled, probation status, and contact information. The institution is responsible for updating this information.

Before applying to a degree program, review the policy on grading. Grades must be posted in accordance with the AFVEC Virtual Benefits Training, regardless of the institution's grace period. There are schools that have compressed terms and full terms simultaneously. If the school posts the compressed term grades at the end of the full term, notify the CFT that the grade will be delayed until the end of the full term. This is an acceptable delay.

Example:

Fall Semester (Aug – Dec)

Fall 1 Session (Aug – Oct)

Fall 2 Session (Oct – Dec)

← Search Institutions

What funding program are you interested in?

Q

Air Force - Civilian TA

Enter Institution Name Here

Q


Incarna

☒ AU-ABC Approved

The AU-ABC program maximizes the application of military career education and training, and provides a multitude of online academic and support services.

☒ GEM Approved

GEM is an exciting partnership between CCAF and civilian academic institutions and offers general education courses to meet CCAF AAS degree requirements.

Institution	Rating	AU-ABC Status	GEM Status
 UNIVERSITY OF THE INCARNATE WORD	★★★★☆ (82)	<div>✓ Approved</div>	<div>✓ Approved</div>

1 total

Eligible Funding Programs

Advanced Education Program
 CCAF Instructor TA
 Civilian Acquisition
 Civilian TA
 COOL Credentialing
 Military TA
 PAQ TA
 Reserve TA
 ANG TA

Institution Rating (Overall)

★★★★☆ (82)

AU-ABC Status ⓘ

✓ Approved

On Probation

✓ No

Website

<https://www.uiw.edu/military-veteran-services/active-duty>

GEM Status ⓘ

✓ Approved

Accepts GPC

✓ Yes

Student Body

1176 STUDENT(S)

The student body is the number of individuals receiving tuition assistance for this institution over the last 12 months.

Campuses

Course Catalog

Contacts

AF COOL

Campus	Rating
UNIVERSITY OF THE INCARNATE WORD- MAIN CAMPUS	★★★★☆
1 total	

Section 4: Goals and Degree Audits

EDUCATION GOALS

The education goal screen contains a degree plan PDF issued from the institution to the student. Submitting the degree plan ensures that TA is approved for those courses guaranteed to apply to degree completion. The CFT will verify that each course submitted for funding applies to the degree.

NOTE: A member who separates from active duty and applies for CIV TA in the same FY is not limited to \$4500 military and civilian TA cap combined during that FY. Eligible Civilian employees who are also AF Reserve military members are limited to \$4500 CIV TA and Reserve TA combined per fiscal year.

Goals will be marked “Obsolete” when the employee’s funding type changes (military/civilian, CIV TA/PAQ TA/ACQ TA).

Goals may also be marked “Obsolete” when the employee requests a degree program change and the CFT agrees. Any course credits completed for the obsolete goal at the same degree level will be deducted from the allowed credits for the new degree. The student is responsible for funding any credits that do not transfer.

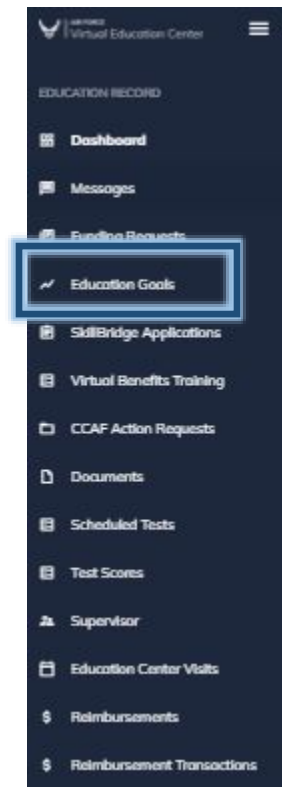
Example: Voluntary student degree change

Obsolete degree - 45 of 120 credits completed using TA.

New degree - 36 TA credits transfer, 120 credits required. The student may apply for 75 credits in AFVEC and must pay for 9 credits out of pocket.

CREATING AN AFVEC GOAL

1. Click on Education Goals in the left menu bar.



2. Click “CREATE NEW GOAL” and a list of goals that you are eligible for will appear if the profile screen contains the correct information and the education level has been updated.



3. Select the Degree Level.

[← Create a New Goal](#)

Create a New Goal

X

First, Choose an Education Goal

Associates Degree N/A

Bachelors Degree N/A

Masters Degree N/A

PhD Degree N/A



PAQ Intern Masters Goal N/A

Copper Cap Master's Degree N/A

PAQ - MA/MS/MBA - Master's Degree related to an acquisition career field N/A

4. Enter the institution information and student ID.

EDUCATION PROGRAMS



← Create a New Goal: PhD Degree

1 Institution

2 Degree Program

3 Degree Plan File

4 Credits

5 Proposed Dates

What Institution will you be attending?

Enter the name of the institution you will attend

Institution *

What is your Institution Student ID? (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID

☐ No Institution Student ID

NEXT

CANCEL GOAL

5. Enter the degree title.

The screenshot shows a web form titled "Create a New Goal: PhD Degree". At the top, there is a progress bar with five steps: 1. Institution, 2. Degree Program (current step), 3. Degree Plan File, 4. Credits, and 5. Proposed Dates. Below the progress bar, the question "What degree program will you be pursuing?" is displayed. A text input field contains the text "Criminal Justice". Above the input field, there is a hint: "Enter the name of your degree program. If unsure, you may search education programs." Below the input field, there are three buttons: "PREVIOUS STEP", "NEXT" (highlighted in dark blue), and "CANCEL GOAL".

6. Attach the official degree plan.

Civilians must upload an official evaluated degree plan, or the request will be returned for additional information. This applies to the Acquisition TA, Civilian TA, and PAQ TA funding types. The official degree plan must contain the student's name, student ID, degree level, degree title, the total number of credits required, completed, and the specific courses required.

Acceptable documents include a degree plan that has been signed by the academic advisor or a degree plan/degree audit that has been downloaded from the student's account which indicates the courses required and those completed, if any. A degree description, course planning sheet, or an unsigned degree planning sheet from the school catalog is not acceptable. Do not submit cropped images. The school's watermark and / or web link should be visible on the document.

Institutions list elective requirements in many formats (*e.g.*, number of credits only, department, course level). For this reason, specific elective course titles are not a degree plan /audit requirement, however, the CFT will verify the elective meets the elective requirement set by the institution.

NOTE: If the school does not provide a degree plan until the first course is paid for, attach the degree acceptance letter/email and the degree plan from the college catalog in PDF format.

Once the “**SUBMIT GOAL**” button is selected, the student will not be able to upload documents to the goal. The student will have to request assistance from the CFT to upload additional documents by creating an AFVEC message and attaching the PDF.

The screenshot shows a web form titled "Create a New Goal: PhD Degree". At the top, a progress bar indicates five steps: 1. Institution, 2. Degree Program, 3. Degree Plan File (current step), 4. Credits, and 5. Proposed Dates. The main heading is "Please upload your degree plan file." Below this, a blue-bordered box contains explanatory text: "Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Non-evaluated plans will limit you to only 2 courses. Contact your base education office for additional information." and "You must provide a degree plan from your school that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls,.xlsx, doc, docx." Below the text, the "Supporting Documentation" section features a "CHOOSE FILE" button with a cursor icon and a dashed blue box labeled "Drop files here". A yellow highlight box below the drop area states "Supported file types are: pdf". At the bottom, there are three buttons: "PREVIOUS STEP", "NEXT" (highlighted in dark blue), and "CANCEL GOAL".

EDUCATION PROGRAMS

← Create a New Goal: PhD Degree

Supporting Documentation is required.

Institution

Degree Program

Degree Plan File

Credits

Proposed Dates

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Non-evaluated plans will limit you to only 2 courses. Contact your base education office for additional information.

You must provide a degree plan from your school that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation

CHOOSE FILE

Drop files here

Supported file types are: pdf

.docx is not an accepted type. File must be of type(s) pdf

PREVIOUS STEP

NEXT

CANCEL GOAL

EDUCATION PROGRAMS

← Create a New Goal: PhD Degree

Supporting Documentation is required.

Institution

Degree Program

Degree Plan File

Credits

Proposed Dates

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Non-evaluated plans will limit you to only 2 courses. Contact your base education office for additional information.

You must provide a degree plan from your school that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation

CHOOSE FILE

Drop files here

Supported file types are: pdf

Supporting Documentation - PhD Degree Plan 2022.pdf

PREVIOUS STEP

NEXT

CANCEL GOAL

A document with a list of courses and tentative completion dates is a planning tool and not an official degree plan. Students cannot submit this information on a self-created word document or Excel spreadsheet. Below are two examples acceptable degree plans / audits. The first is an acceptable plan that becomes official when the Advisor or other designated school official signs it.

STATE UNIVERSITY
COLLEGE OF EDUCATIONAL, PROFESSIONAL & GRADUATE STUDIES
PLAN OF STUDY – DEPARTMENT OF CRIMINAL JUSTICE

Student Name: _____	G Number: _____
Address: _____	Phone: (____) _____
City: _____	State: _____ Zip: _____

GRE: Verbal _____ Quantitative _____ Analytical _____ (V & Q) _____ GMAT: Total _____ Date _____ TOEFL Total _____ Date _____	Degree Information: Undergraduate ☐ Year _____ Major/Institution _____ Graduate ☐ Year _____ Major/Institution _____ Graduate ☐ Year _____ Major/Institution _____
Admission Status: Regular ☐ Date: _____ Conditional ☐ Date: _____ Provisional ☐ Date: _____	Department: Criminal Justice Degree: Masters in Criminal Justice Major Area: _____ Specialization: _____

I. Program Core						
Course No.	Course Title	Semester Hours	Grade	Quality Points	Semester/Year Taken	GSU or Transfer
CJ 502	Writing Seminar for Criminal Justice	3				
CJ 505	Theories of Crime and Delinquency	3				
CJ 581	Methods of Justice Research I	3				
CJ 582	Methods of Justice Research II	3				

II. Program Specialization						

III. Electives						

Total Hours Acquired/Accepted: _____	SIGNATURES	Total Hours Required: _____
Expected Graduation Date: _____		
_____ Student Date		_____ Advisor Date
_____ Department Head Date		_____ College/School Dean Date

The second is an example of an official degree plan/audit downloaded from the student's school account.

University Degree Audit				
Last, First				
ID Number:		Program:	GRAD	
Class:	Graduate	Major:	Human Resources Mn	
Enrollment Location:		Service Location:		
Advisor:		Planned Grad Date:	MAY 2021	
Date:	Wed Jul 08 2020	Time:		

	GPA	Res GPA	Hours	Res Hrs
Required	3.000	3.000	37.0	25.0
Completed	3.510	3.470	33.0	21.0

Required 0.0 of last 0.0 in residency.
Completed 0.0 of last 0.0 in residency.

CHANGING PROGRAMS MAY AFFECT THE APPLICABILITY OF TRANSFER CREDIT. PLEASE CONSULT YOUR ADVISOR IF YOU ARE CONSIDERING A PROGRAM CHANGE.
A MAXIMUM OF THREE 5000 COURSES OUTSIDE THE STUDENT'S DECLARED MAJOR(S) MAY BE APPLIED AS ELECTIVE CREDIT. *A MAXIMUM OF 3 CR HRS OF 5500/PROFESSIONAL SEMINARS MAY BE APPLIED AS ELECTIVES TO MEET THE REQUIREMENTS FOR GRADUATION.*

Human Resr Mngt

REQUIRED COURSES	Hours to complete:	Sequences to complete:
	7	1

REQUIRED MAJOR COURSES
*A Required = 0 - 0 courses, 28.0 - 28.0 hours
Completed to date = 7 courses, 21.0 hours

*A	Human Resources	HRM 500	3.0	B
*A	Organizational Behavior	MNG 590	3.0	A
*A	Human Resources Dev	HRD 502	3.0	A
*A	Employment Law	HRM 503	3.0	B+
*A	Staffing	HRM 508	3.0	B+
*A	Compensation	HRM 590	3.0	B+
*A	Labor Relations	HRM 593	3.0	B+
*A	Integrated Studies in Human	HRM 600	3.0	IP

ELECTIVES Hours to complete: 0 Sequences to complete: 0 Complete
Required = 0 - 0 courses, 9.0 - 9.0 hours
Completed to date = 3 courses, 9.0 hours

*T	Research Methods		3.0	A
*T	Organizations		3.0	A-
*T	Theory		3.0	A-

Statistics for Human Resr Mngt GR

	GPA	Res GPA	Hours	Res Hrs
Required	3.00	3.00	37	25
Completed	3.57	3.47	30	21

UNDG ELECTIVES/GRAD UNUSED

	Basic Finance for Managers	BUSN 5200	F116	3.0 B
*T	Economics	ECON 5504	FA17	3.0 B
	Psychology	IPSY 5675	SP18	3.0 A
	Art Interp	ARH 5700	S216	3.0 B

7. Update Credits.

The student enters the total number of required credits for degree completion and the Previous Credits (transferred). Verify if courses are Semester Hours (SH) or Quarter Hours (QH). This information is used to determine the remaining number of credits that can be funded with TA.

The screenshot shows the 'Create a New Goal: PhD Degree' form, specifically the 'Credits' step (Step 4 of 5). The progress bar at the top indicates the following steps: 1. Institution, 2. Degree Program, 3. Degree Plan File, 4. Credits (current step), and 5. Proposed Dates. The main content area has two columns. The left column is titled 'How many credits are required for your degree?' and includes a text input field with the value '66'. Below this is a checkbox labeled 'Are the credits you entered Quarter Hours?' with the 'Yes' option selected. The right column is titled 'How many credits have you previously completed towards your degree?' and includes a text input field with the value '9'. At the bottom of the form are three buttons: 'PREVIOUS STEP', 'NEXT' (highlighted in yellow), and 'CANCEL GOAL'.

8. If prompted, enter the Proposed Start and Proposed Graduation Date and select “SUBMIT GOAL”.

The screenshot shows the 'Create a New Goal: PhD Degree' form, specifically the 'Proposed Dates' step (Step 5 of 5). A red banner at the top of the form area states 'Supporting Documentation is required.' The progress bar at the top indicates the following steps: 1. Institution, 2. Degree Program, 3. Degree Plan File, 4. Credits, and 5. Proposed Dates (current step). The main content area has two columns. The left column is titled 'Proposed Start Date' and includes a date input field with the value '8/1/2022'. The right column is titled 'Proposed Graduation Date' and includes a date input field with the value '6/1/2024'. At the bottom of the form are three buttons: 'PREVIOUS STEP', 'SUBMIT GOAL' (highlighted in yellow), and 'CANCEL GOAL'.

9. The goal is created, and the employee can apply for funding after the CFT reviews and approves the Goal. A message will appear if there are issues blocking funding.

EDUCATION RECORD

Dashboard

Messages

Funding Requests

Education Goals

SkillBridge Applications

Virtual Benefits Training

CCAF Action Requests

Documents

Scheduled Tests

EDUCATION PROGRAMS

← Education Goals

+ CREATE NEW GOAL

Criminal Justice

SUBMITTED FOR REVIEW • UNIVERSITY • PhD Degree • Eligible for Civilian TA

13% COMPLETE

Required Credits: 66.00 Completed Credits: 0.00 Transferred Credits: 9.00 Remaining Credits: 57.00

Issues Blocking Funding

- Your goal must be approved in order to apply for funding.
- Your institution student ID is required on your goal in order to apply for funding.

APPLY FOR FUNDING VIEW DETAILS

10. Click “View Details” to view the status of the goal. Courses that are approved for TA after the goal is created will appear under “Applied Courses”.

EDUCATION RECORD

Dashboard

Messages

Funding Requests

Education Goals

SkillBridge Applications

Virtual Benefits Training

CCAF Action Requests

Documents

Scheduled Tests

Test Scores

Supervisor

Education Center Visits

Reimbursements

Reimbursement Transactions

SEARCH

AF COOL

AJ ABC

GEM

SkillBridge

← Education Goal

PhD Degree Supporting Documents

PhD Degree

Criminal Justice

UNIVERSITY

Proposed Start Date: 08/01/2022

Proposed Graduation Date: 06/01/2024

Eligible for Civilian TA

EDIT

Status

SUBMITTED FOR REVIEW

Progress

13% Complete

Required Credits: 66.00 Completed Credits: 0.00 Transferred Credits: 9.00 Remaining Credits: 57.00

Applied Courses

No Applied Courses

Created By: on 07/01/2022

Updated By: on 07/01/2022

Section 5: TA Funding Request and Invoices

1. EDUCATION GOALS - TA FUNDING REQUEST

After a goal is submitted, the student may apply for funding by selecting the “**Education Goals**” link from the left menu bar and “**APPLY FOR FUNDING**”.

Enter funding requests early and re-check all information before the class starts in case a new corrected request needs to be created. Early application also helps prevent delays that may be caused by system outages. Enter the request no later than 7 days and no earlier than 45 days before the class start date.

IMPORTANT:

- Course number and name, dates, and tuition rate information must be entered correctly to avoid billing issues.
- Course start dates cannot be changed after the funding request is completed. Be advised that the institution may not add term dates to AFVEC as early as 45 days before the class start date and if an employee chooses to manually enter terms instead of waiting for the institution to update the AI Portal with term information, there is a chance for errors.
- The most common error is a manually entered class start date. It’s important to note that a **funding request class start date cannot be changed**. A new funding request will be needed and CFT assistance is required if the funding request suspense date has passed.
- A student may delete a course from the Funding Request before the class start date.
- If the term has started and assistance is needed to delete a class that has been dropped, or switched due to low enrollment, or any other course change, use the AFVEC Messages link to contact the CFT as soon as a change occurs. Attach a detailed invoice from the institution, which shows the course dropped and the amount billed.
- A new request must be created with the correct course information because the original course name and number cannot be changed in AFVEC. The AFVEC Message must include 1) the new course name, 2) course number, 3) number of credit hours, and 4) cost per credit hour.

Example

CFT,

I had to drop a class due to low enrollment. University has allowed me to register for another class, which is also on my degree plan. Please delete MAT100 from funding request “5555555” and add the following course.

MAT102 College Algebra

1 Jun – 30 Jul 2022

Location: Off base

3 semester hours

\$200 per semester hour

MAT103 Intermediate Algebra

1 Jun – 30 Jul 2022

Location: Distance learning

3 quarter hors

\$200 per quarter hour

There are times when the system’s drop-down menus don’t auto populate with degrees, term dates, and course information. The institution may be waiting to update the term and course information. The user must log out of AFVEC, clear Google Chrome cookies, and close all browser windows.

It is up to the institution to add the terms, courses, and tuition rates in the AI Portal. Contact the institution if updates are required. The CFT does not have access to edit the school’s information.

2. ADD COURSE

1. Click “APPLY FOR FUNDING”.

EDUCATION PROGRAMS

“CREATING NEW AFVEC USER ACCOUNTS”

SUPERVISOR EMAILS

TUI VS. AUI

Welcome Back [REDACTED]

Civilian TA

Fiscal Year Cap

\$4,500.00

Funding Remaining

ACTIVE EDUCATION GOALS

Developmental Education

APPROVED [REDACTED] UNIVERSITY • PHD Degree

0% COMPLETE

Completed Credits: 0.00

Transferred Credits: 0.00

Remaining Credits: 60.00

APPLY FOR FUNDING

ED CENTER INFO

ED Center

CTAP (CTAP)

Mailing Address

Air Force Personnel Center

550 C Street, West

JBSA-Randolph AFB TX 78150

Contact Info

MyPers CTAP Location

Needs Assessment Survey

Your education center is not offering a needs assessment at this time. Please continue to check back or Click Here to learn more.

Ed Center Events

CCAF Graduation

11/02/2021

2. Accept the User Agreement.

Create Funding Request: Developmental Education

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your funding request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and are inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

- ☒ I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff. Otherwise, I will pay the difference to the Air Force and/or the school. I understand that the Air Force will pay 75% of my tuition and fees up to \$250 per SH and \$166.00 per QH.
- ☒ I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs (IAW AFMAN 36-606, I will reimburse the total government cost above for non-completers, withdrawals, or unsatisfactory grades due to reasons within my control.
- ☒ I understand that it is my responsibility to ensure my grades are updated in the AF official system of record (AFAMS/AFVEC). Grades that are 60 days past course end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. I hereby voluntarily authorize the amount to be withdrawn from my pay if it is determined that my failure to complete the course was not due to circumstances beyond my control. Collection of this debt will be in accordance with DoDFMR, Vol TA, Chapter 50 and AFMAN 65-116, 70.21.
- ☒ I authorize the release of academic information (i.e. course grades, degree/certification completion status etc.) by the above institution to the Air Force (PL 93-586). I understand that official document of degree completion must be provided to the education center before Civilian TA will be authorized for another degree for which my Civilian TA may pay. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the student's responsibility to ensure the education level is updated. All policies and conditions in the AFMAN 36-606 apply.
- ☒ I understand that this application does not guarantee that funds are available and that the United States Air Force has no obligation to fund this application until it has been approved (within 5 business days) by the Career Field Team.
- ☒ I understand that TA for courses starting in the next fiscal year is conditional until the receipt of the TA funds.
- ☒ I also understand that funding is not authorized for any courses in which I am receiving reimbursement in whole or part under any other provision of the law where the payment would constitute a duplication of benefits from the U.S. Government (Veterans (VA) Education Allowance, VEAP, etc.).

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 8013 and EO 9397.

PRINCIPAL PURPOSE: To process an individual's request for Air Force tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.

ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.

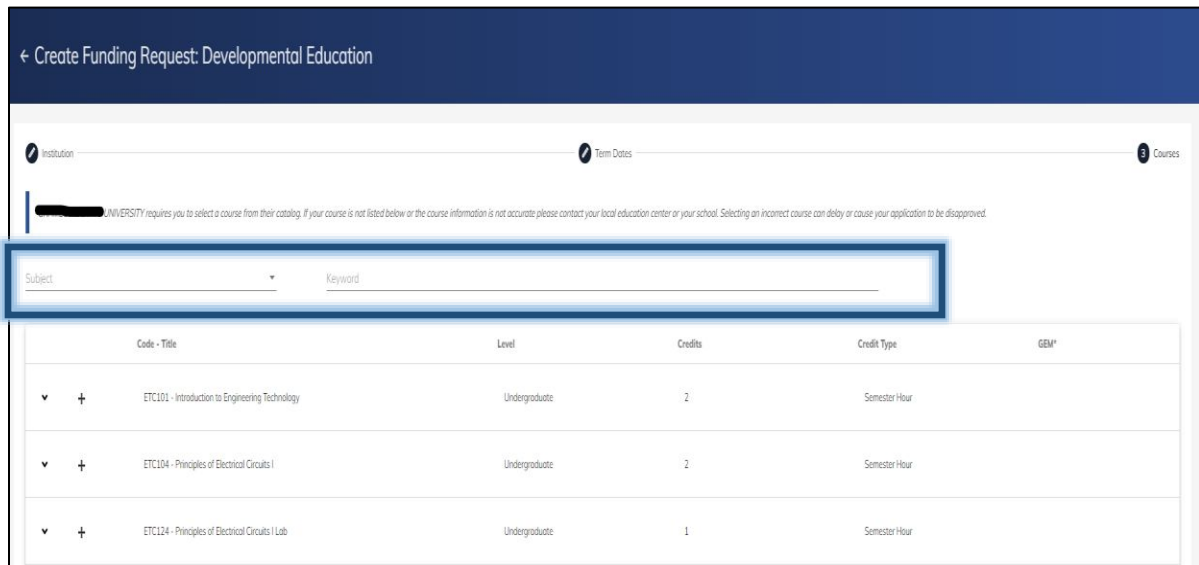
DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

PENALTY STATEMENT:

and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE

3. Use the drop down Subject and Keyword to narrow results and search for the course. Scroll down the list and select the “+” sign to add the course. If the course or term is not listed, the employee must contact the school and ask that it be added to the AI Portal.



← Create Funding Request: Developmental Education

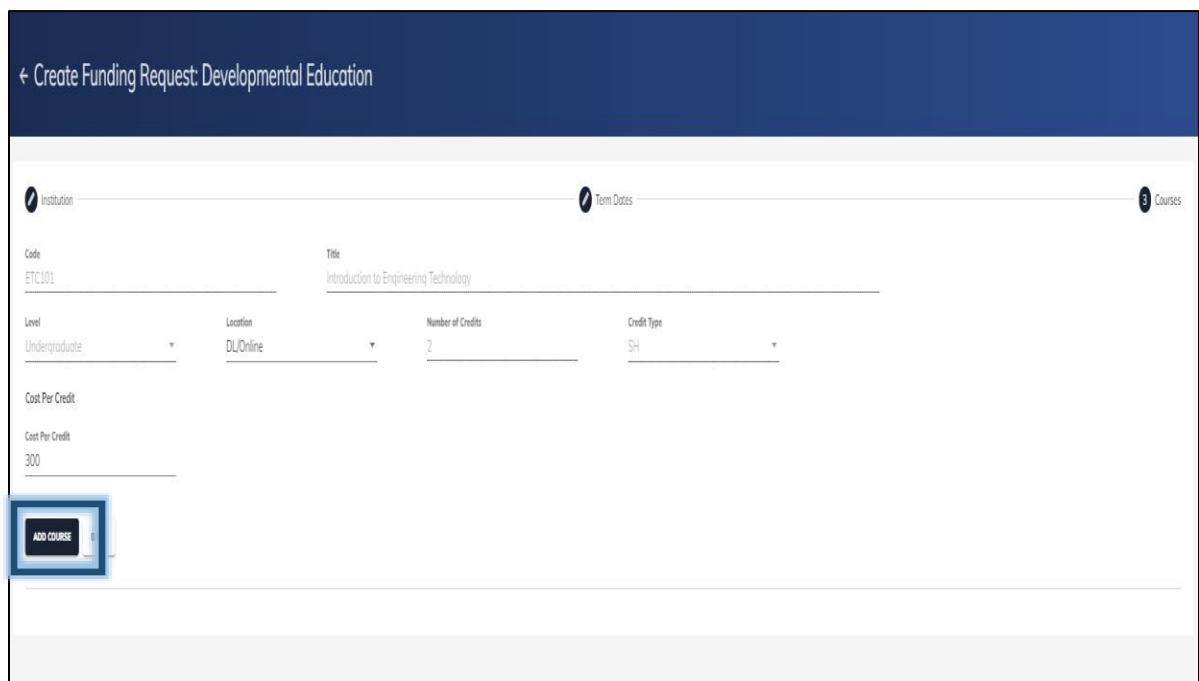
1 Institution 2 Term Dates 3 Courses

UNIVERSITY requires you to select a course from their catalog. If your course is not listed below or the course information is not accurate please contact your local education center or your school. Selecting an incorrect course can delay or cause your application to be disapproved.

Subject Keyword

	Code - Title	Level	Credits	Credit Type	GEM*
▼ +	ETC101 - Introduction to Engineering Technology	Undergraduate	2	Semester Hour	
▼ +	ETC104 - Principles of Electrical Circuits I	Undergraduate	2	Semester Hour	
▼ +	ETC124 - Principles of Electrical Circuits I Lab	Undergraduate	1	Semester Hour	

4. Use the school issued registration document to verify course information and select the degree Level, Location, Credits, Credit Type, and Cost Per Credit. After verification, select “ADD COURSE”.



← Create Funding Request: Developmental Education

1 Institution 2 Term Dates 3 Courses

Code Title

ETC101 Introduction to Engineering Technology

Level Location Number of Credits Credit Type

Undergraduate DUOnline 2 SH

Cost Per Credit

Cost Per Credit

300

ADD COURSE

5. If there is an additional course to add for the same term dates, select “ADD COURSE” and repeat steps 3-4. A maximum of two (2) CIV TA courses may be added per term and term dates cannot overlap. Associated fees are the responsibility of the employee. Refer to the myPers Knowledge Article #32991 [CTAP Request Process](#) FAQ attachment for TA calculation examples.

Click “SUBMIT”. An automated email with the link to approve the request will be sent to the supervisor. The supervisor does not have access to an employee’s AFVEC record.

← Create Funding Request: Developmental Education

1 Institution 2 Term Dates 3 Courses

You have 55.00 remaining semester hour credits to apply towards this goal

ETC101 - Introduction to Engineering Technology			
Credits	Credit Cost	Government Cost	Student Cost
2	\$300.00	\$450.00	\$150.00

MATH154 - Calculus II			
Credits	Credit Cost	Government Cost	Student Cost
3	\$300.00	\$675.00	\$225.00

ADD COURSE

Costs		
Total Costs	Government Costs	Student Costs
\$1,500.00	\$1,125.00	\$375.00

BACK SUBMIT NEXT

3. INVOICES

Institutions may submit invoices at any time for approved funding requests, but the timeframe is normally after the drop/add period or after the class end date. Invoices are paid in the order received and students must contact the Institution POC listed in AFVEC if they are notified that payment must be made before the class start date. The Funding request will normally be marked “Certified” after the invoice is processed for payment.

In the example below, the school billed the Air Force. The “Certified” annotation is an indicator that payment was made. The school later refunded the TA to the Air Force, but the school or employee is still responsible for submitting the grade or documentation that the course was dropped at no cost.

The screenshot shows the AF-AEMS interface. On the left is a dark sidebar with a menu including Dashboard, Messages, and various sections like Students, Reports, Testing, Accounting, Forums, Education Center, Content Managed, Users, and Institutions. The main content area is titled 'Funding Requests' with a back arrow. Below this, there are tabs for 'Funding Requests' and 'Other Funded Enrollments'. A 'Filter By' dropdown is present. A specific funding request is highlighted with a blue box around the 'Certified' status. Below this, details for 'HHP 7030 - Advanced Exercise and Sports Nutrition' are shown for the term 03/14/2022 - 05/06/2022. The details include Level: Graduate, Grade: 3, Credits: 3, Government Cost: \$750.00, and Student Cost: \$1,500.00. A table below lists various costs and reimbursements.

HHP 7030 - Advanced Exercise and Sports Nutrition 03/14/2022 - 05/06/2022		Level: Graduate Grade: Credits: 3 Government Cost: \$750.00 Student Cost: \$1,500.00	
Level:	Graduate	Payment Method:	75% Tuition Ast
Term:	03/14/2022-05/06/2022	Government Cost:	\$750.00
Credits:	3	Student Cost:	\$1,500.00
Credit Cost:	\$750.00	Total Cost:	\$2,250.00
Location:	DL		
Grade:		Student Reimbursed:	\$0.00
Suspense Date:	N/A	School Refunded:	\$750.00

At the bottom of the funding request details, there is a 'PRINT PDF' button.

If the Funding Request has not been marked “Certified” within thirty (30) days of the class end date, download the approved TA form by clicking on the Funding Request “Print PDF” link and forward it to the Invoicing POC listed in the AFVEC “Institutions” link and request that the invoice be added to the AI Portal.

AFPC/REMS

Dashboard

Messages

SECTIONS

Students

Reports

Testing

Accounting

Forums

Education Center

Content Managed

Users

INFORMATION

Resources

Education Programs

Institutions

← Funding Requests

Funding Requests

Other Funded Enrollments

Filter By

ID #

APPROVED • CIVILIAN TA

MEDC5000 - Media Communications

01/07/2022 - 05/20/2022

Level: Graduate

Grade:

Credits: 3

Government Cost: \$750.00

Student Cost: \$390.00

Level:

Term:

Credits:

Credit Cost:

Location:

Grade:

Suspense Date:

Graduate

01/07/2022 - 05/20/2022

3

\$380.00

DL

N/A

Payment Method:

Government Cost:

Student Cost:

Total Cost:

75% Tuition Ast

\$750.00

\$390.00

\$1,140.00

PRINT PDF

Tuition Assistance Request Guide for DAF Civilian Employees (AFPC/DP2ZLF) Page 43 of 50

Section 6: Grade Reporting

GRADE REPORTING

Grades are normally submitted by the institution, however, if it has been more than 30 days since course completion and the grade is still not recorded in AFVEC, students are required to submit a letter grade report or unofficial transcript using the AFVEC Messages function. **Grades over 60 days late are automatically updated as “N” or “not reported” in AFVEC and reimbursement action is initiated.**

Grades are due by the suspense date listed in the funding request so be aware of schools that hold grades until degree completion. Employees will have to reimburse TA if grades are not turned in on time regardless of the institution’s grade reporting policies.

When a grade of “Incomplete” (includes I, X, or Y) is issued by the institution, the student has 120 days to complete the course and provide a final grade. If not, a reimbursement plan will be initiated. Any extension of course timelines is between the student and the institution and note that the extension may not correspond with the Department of the Air Force 120-day requirement to change the Incomplete to an acceptable grade.

NOTE: An employee does not have to attach a transcript to an AFVEC Message for manual grade update if the school has updated the AFVEC Funding Request grade within 30 days of the class end date.

ID # [REDACTED]

APPROVED • CIVILIAN TA Certified

BUS330 05/10/2022 - 06/13/2022

Level: Undergraduate Grade: A Credits: 3 Government Cost: \$562.50 Student Cost: \$187.50

Level: Undergraduate

Term: 05/10/2022 - 06/13/2022

Credits: 3

Credit Cost: \$250.00

Location: DL

Grade: A

Suspense Date: N/A

Payment Method: 75% Tuition Ast

Government Cost: \$562.50

Student Cost: \$187.50

Total Cost: \$750.00

Section 7: Reimbursements

REIMBURSEMENTS

TA funds must be reimbursed if an unacceptable grade is received or if a grade goes unreported by the annotated suspense date. The CFT will process an involuntary lump sum reimbursement if an acceptable grade is not received or if a repayment plan is not selected by the suspense date. Grades of I (Incomplete) or N (Grade not reported) must be reconciled before the suspense date, regardless of the institution's policy on the time allowed to change an incomplete grade. Create an AFVEC Message and attach a transcript or grade report for manual update of an acceptable grade by the CFT.

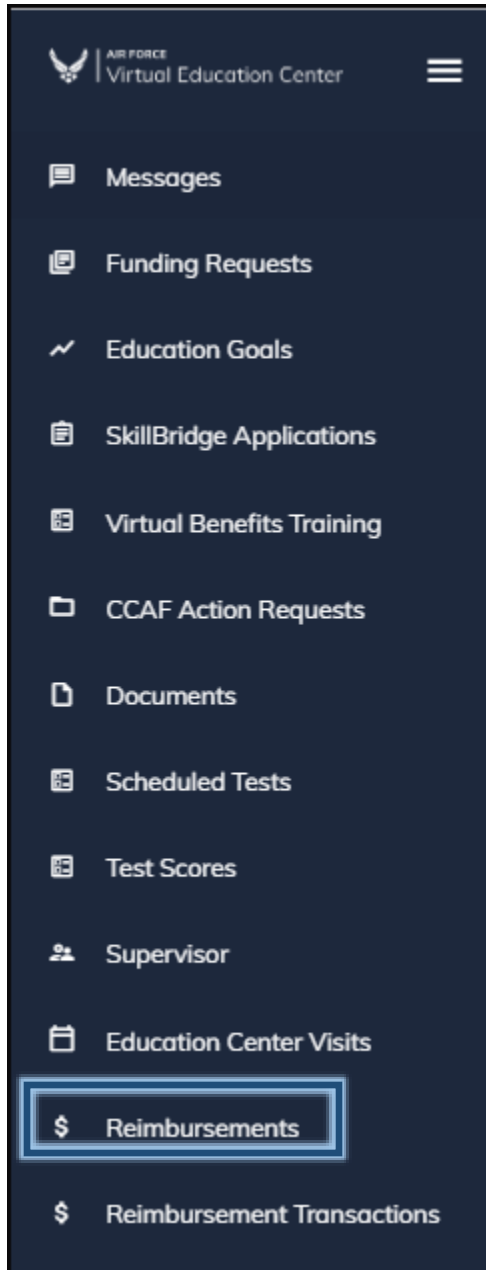
For the employee to select a repayment plan, the institution must have submitted the invoice and the funding request must be marked "Certified". Click on the "Reimbursement" link to request a waiver or set up repayment before the suspense date.

Waivers are only granted for exceptional extenuating circumstances, such as hospitalization, illness, or loss of a family member.

NOTE: Every attempt must be made to first contact the institution and request an incomplete grade or waiver as soon as an event occurs. The employee must contact the CFT if there is a known issue, if the institution has agreed to refund TA to the Air Force for a withdrawal, or if there is a pending grade appeal.

NOTE: An employee may apply for TA a maximum of two times for a course that has been waived or reimbursed. If there are numerous reimbursements due to unacceptable grades or withdrawals, the CFT may require the employee to fund a course at their own expense before approving additional TA.

1. Click on “Reimbursements”.



2. Select the course that you would like to reimburse and click “Process Reimbursement”. Keep in mind that if more than one reimbursement is submitted at the same time, the deductions will be made simultaneously.

CCAF Action Requests

Documents

Scheduled Tests

Test Scores

Supervisor

Education Center Visits

Reimbursements

Reimbursement Transactions

RESEARCH

AF COOL

AU ABC

GEM

SkillBridge

Institutions

Rate my School

Education Programs

CCAF Student Services

Career Path Decide

INFORMATION

Resources

← Reimbursements

1. This is your official notification that a tuition assistance reimbursement action is pending for an unsatisfactory grade or withdrawal reported by your school. Per AFMAN 36-606 and the approved TA document you acknowledged when submitting the TA Funding Request, students are required to reimburse the Air Force for unsatisfactory grades or withdrawals for which civilian tuition assistance was used.

2. You have no more than 30 days (your suspense date) from the date the grade was reported to either:

a. Submit a reimbursement action through lump sum payment or payroll deduction by indicating the number of pay periods you desire repayment through your pay (checks or credit card repayment are not accepted). NOTE: You can request a maximum of 26 pay periods; however, cannot request a number of pay periods that would reduce your payments below \$25 per pay period. The 26 pay periods for reimbursement may be extended only when you can show that amount of time would create a financial hardship based on guidelines within the DoD Financial Management Regulation.

OR

b. Request a waiver of reimbursement due to extraordinary circumstances beyond your control which resulted in the unsatisfactory grade or withdrawal.

3. If you do not choose to begin one of the above actions prior to your suspense date, an automatic deduction of the full amount will be initiated against your pay in lump sum.

4. For withdrawals resulting in reimbursement, it is your responsibility to verify with your school if they will be issuing a partial or full refund of the tuition before you complete your reimbursement request below. Only after the school has issued any possible refund will the amount you owe be reduced. If you proceed without first verifying with your school if any refund will be issued, you are agreeing to reimburse the full amount.

5. If you believe the reported unsatisfactory grade or withdrawal is in error, you have until the suspense date to provide an updated grade. It is vital any grade discrepancies be resolved with your school prior to the suspense date to prevent payroll reimbursement actions through DFAS.

6. Reimbursements can be made only through payroll deduction. Checks or credit cards are not accepted. Once the reimbursement action is submitted to DFAS, we can no longer assist you. Any questions or efforts to change the number of pay periods must be worked direct through DFAS.

7. If you have any questions, for those under CTAP or PAQ TA please contact your Career Field Team (CFT) or for those under Acquisition Civilian TA contact the Acquisition Civilian TA office. A listing of each Career Field Team's contact information is located in AFVEC under the Resources section.

Course Code - Title	Term Dates	Grade	Government Cost	Student Cost	Total Cost	Suspense Date	Status
IPSY8185 - Writing a Quality Prospectus in Psychology	02/28/2022 - 05/13/2022	W	\$833.30	\$2,091.70	\$2,925.00	06/23/2022	Process Reimbursement
RSCH83101 - Qualitative Reasoning and Analysis	02/28/2022 - 05/13/2022	W	\$833.30	\$2,091.70	\$2,925.00	06/23/2022	Process Reimbursement
RSCH 82601 - Advanced Quantitative Reasoning and Analysis	02/24/2020 - 05/17/2020	W	\$830.00	\$2,095.00	\$2,925.00	N/A	Processed
IPSY 8579 - Job Attitudes, Measurement, and change	02/24/2020 - 05/17/2020	C	\$830.00	\$2,095.00	\$2,925.00	N/A	Processed
4 total							

3. If you wish to request a waiver, use the Messages link to contact the CFT. Employees will process the reimbursement after the [TA Reimbursement Waiver Request](#) form is submitted and the approval / disapproval is received.

Initiate Reimbursement

1. Waivers are only considered if the circumstances clearly show events were beyond your control and directly impacted your ability to receive a successful grade based on guidelines of this TA program. Every effort must be made to work with the instructor and school to request extensions or appeals for government refund.
2. You must provide all supporting documentation uploaded and submitted for review prior to your suspense date. As a minimum, the following must be uploaded:
 - a. Memo for Record (MFR) explaining in detail the timelines and circumstances that led to your difficulties completing the course. The MFR must be signed by you and endorsed by your supervisor to indicate personal knowledge of the circumstances.
 - i. Include the course start date and end dates, and your course scheduled meeting times and dates.
 - ii. Explain all efforts made to work with your instructor/school to request an extension.
 - b. Drop or withdrawal Paperwork. If you dropped the course or the school withdrew you, please provide a copy of the withdrawal paperwork with your waiver package. In addition, include any other documentation of applying for a school refund or appeal.
 - c. Additionally, you must include any other supporting information and documents based on the reason(s) for your request. In the case of hospitalization or medical reasons that prevented you from successfully completing the course, there is no requirement to provide any medical information you are not comfortable disclosing; however, your memo provided must contain the dates of the hospitalization/medical condition, any time away from work that also resulted, and your supervisor's signature. For cases of emergency leave or short-notice TDY/PDS, a copy of your approved leave form or copy of TDY/PDS orders should be included as part of your documentation.
3. All decisions will be made based solely on documents provided. Please ensure your package is complete.
4. All decisions are final. You must ensure that all documentation is provided at the same time since reconsiderations will not be granted.
5. Should a waiver be denied, you will receive e-mail notification and afforded the opportunity to establish reimbursement payments through payroll deduction.
6. If a waiver is approved, you will receive e-mail notification and no further action is required on your part.

I UNDERSTAND THESE CONDITIONS **CANCEL**

4. Select Method of Reimbursement “Lump Sum Payroll” to repay the entire debt for the selected course within one pay period. Select “Payroll Deduction” to pay in installments. The minimum payment per course per pay period is \$25 and the reimbursement must be completed within twenty-six (26) pay periods. Select Method of Reimbursement “Waiver” only if you have received an approved waiver form from the CFT.

The screenshot shows the 'Initiate Reimbursement' page in the Virtual Education Center. The left sidebar contains navigation links for CCAF Action Requests, Documents, Scheduled Tests, Test Scores, Supervisor, Education Center Visits, Reimbursements, and Reimbursement Transactions. The main content area has a header '← Initiate Reimbursement' and a 'Request Details' section. A note states: 'This is the course you are going to reimburse and, if applicable, all its associated fees. Please select the method of reimbursement.' Below this is a table with columns 'Course Code - Title', 'Suspense Date', and 'Gov Cost'. The table contains one row: 'IPSYB185 - Writing a Quality Prospectus in Psychology', '06/23/2022', and '\$833.30'. A 'TOTAL: \$833.30' is shown at the bottom right of the table. A red box highlights the 'Method of Reimbursement *' dropdown menu, which is currently set to 'Lump Sum Payroll'. At the bottom are 'BACK', 'SUBMIT', and 'CANCEL' buttons.

Course Code - Title	Suspense Date	Gov Cost
IPSYB185 - Writing a Quality Prospectus in Psychology	06/23/2022	\$833.30
		TOTAL: \$833.30

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Course Code - Title	Suspense Date	Gov Cost
IPSYB185 - Writing a Quality Prospectus in Psychology	06/23/2022	\$833.30
		TOTAL: \$833.30

Section 8: Contact Information

CAREER FIELD TEAM ORGANIZATIONAL EMAIL ADDRESS

Use the AFVEC Messages link to contact the Career Field Team and keep a record of all correspondence. PDFs can be attached to the messages if additional information is requested, if there is an update to the degree plan, or if there is a need to submit a transcript for the Funding Request manual grade update thirty (30) days or more after the class end date.

Below is a list of Career Field Teams and their organizational email addresses:

Career Field Team (CFT)	CFT Org Box Email
Audit	afpc.audit.cft@us.af.mil
CE	afpc.ce.cft@us.af.mil
Contracting	ccpta@us.af.mil
Cyberspace & Information Technology	afpc.comminfo.cft@us.af.mil
Financial Management	afpc.fm.cft@us.af.mil
Force Support	afpc.forcesupport.cft@us.af.mil
History & Museum	afpc.historymuseums.cft@us.af.mil
Intel	afpc.intel.cft@us.af.mil
International Affairs	afpc.ia.cft@us.af.mil
Legal	dorenda.legendre@us.af.mil
Logistics	afpc.logisticscareerfieldprogram@us.af.mil
Medical	afpc.medical.cft@us.af.mil
Ops	afpc.operations.cft@us.af.mil
Program Management	afpc.prgmgt.cft@us.af.mil
Public Affairs	afpc.pa.cft@us.af.mil
Safety	afpc.safety.cft@us.af.mil
Scientist & Engineer	afpc.se.cft@us.af.mil
Security	afpc.security.cft@us.af.mil
Special Investigations	siccp@us.af.mil