

Civilian Tuition Assistance Program (CTAP) Request Process

Applicable to: Civilian

Important: Civilian Tuition Assistance (CIV TA) is only available to Department of the Air Force (DAF) Career and Career Conditional full-time appropriated fund (APF) employees. CIV TA excludes both PAQ TA program eligible employees (i.e., PALACE Acquire (PAQ) and COPPER Cap (COP)) and Acquisition Professional Development Program (APDP)-coded employees (i.e., ACQ TA). However, civilian employees assigned to APDP-coded positions seeking coursework at the doctorate level may apply under CIV TA.

Nonappropriated fund (NAF) employees assigned to Child and Youth Programs and Morale, Welfare, and Recreation (MWR) positions follow the Air Force Virtual Education Center (AFVEC) Education Goal and Funding Request Processes below. NAF Employees assigned to Lodging positions will apply for TA in myFSS. For additional information, visit the [Services Installation Support Portal](#) or contact the Force Support Career Field Team via email afpc.nafcareers@us.af.mil.

- For additional information on PAQ/COP programs and APDP, reach out to your [Career Field Team \(CFT\) Point of Contact](#)
- For additional information on PAQ TA, visit myPers Knowledge Article [PALACE Acquire Tuition Assistance \(PAQ TA\) Program Request Process](#)
- For additional information on Acquisition Civilian Tuition Assistance (ACQ CIV TA), visit the [Acquisition Civilian Portal](#) for further guidance. Note: Students who do not meet the three-year eligibility requirement are eligible for CIV TA and should contact their respective CFT as necessary
- Civilians employed by the Air National Guard and Air Force Reserve must contact their respective Education Office for assistance.
- Resources and Frequently Asked Questions are available at the end of this article.

The goal of CIV TA is to assist civilians in their continued self-development. It can be used toward coursework at the associate, bachelor's, master's (including Juris Doctorate), and doctorate levels at accredited institutions listed in the [DoD Voluntary Education Partnership Memorandum of Understanding](#) directory of Participating Institutions. TA is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting the current and future DAF needs. The degree selected does not have to be related to the assigned career field, therefore, Civilian employees may pursue a degree major of their choice. To maximize the availability of funds, AF civilians may request funding for credit-by-exams that will assess college level knowledge via [CLEP](#) and [DANTES Subject Standardized Tests \(DSST\)](#) .

CIV TA Eligibility Requirements

Applicants must:

- Be a current DAF employee
- Currently have an acceptable performance appraisal rating (NOTE: new federal civilian service employees who do not yet have appraisals on file are exempt from this requirement)
- Be a Regular full-time NAF employee with 1 year of federal service combined (e.g., NAF, APF, AAFES, or DECA)
 - Regular Full-Time: Guaranteed workweek of 35-40 hours per week
- Be in an active pay status
- Cannot be in Leave Without Pay (LWOP) status for the duration of the course
- Temporary employees are ineligible
- Have an acceptable performance appraisal rating

NOTE: New APF civilian service employees who do not yet have appraisals on file are exempt from this requirement.

CIV TA Rules and Restrictions

- CIV TA is available for two (2) courses per semester / quarter and both courses should be entered under the same funding request. Term or semester dates cannot overlap the term or semester dates of another enrollment period. Please see the FAQs at the end of this article for an example.
- CIV TA can be used for up to 75% of tuition cost but may not exceed \$250.00 per semester hour or \$166.00 per quarter hour. Max amount of CIV TA per fiscal year (FY) is \$4,500. CIV TA cannot be used for separate fees associated with a course or other institutional fees. The student is responsible for remaining cost.
- NOTE: Eligible Civilian employees who are also AF Reserve military members are limited to \$4500 Civilian and Reserve TA combined per fiscal year. The fiscal year cap cannot be waived.
- CIV TA can be used for 100% of credit-by-exam fees at an on-base and/or fully funded testing centers. There is no limitation on the number of credit-by-exam tests.
- CIV 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).

- CIV TA is not provided, in 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 grants, etc., when the 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.
- CIV TA funded under CTAP is not an entitlement or condition of employment and past approved TA does not guarantee future funding.
- CIV TA funding does not apply to courses at a level lower or equal to a degree already attained by the applying member. Lower-level prerequisites should be completed before applying for an AFVEC Education Goal.
- AFVEC refreshes and imports data from DCPDS daily to determine eligibility for funding. Employees will be prevented from creating AFVEC goals and funding requests when there is a DCPDS error message in all student records. The contractor is aware when these errors occur, but down times cannot be predicted.

NOTE: Individual(s) with outstanding TA fund reimbursement obligations are denied future TA approval until either full reimbursement has been processed in AFVEC or a waiver has been approved. If there is an error, applicants should contact their servicing CFT.

CIV TA Education Goal Process

Individuals must take the following steps to submit an education goal after they have been accepted to the institution. APDP Doctorate applicants must contact their CFT Point of Contact to initiate the application process.

NOTE: Applicants in APDP-coded positions pursuing doctorate courses must contact their CFT Point of Contact to initiate the application process.

NOTE: NAF employees assigned to Child and Youth Programs and Morale, Welfare, and Recreation (MWR) positions who do not have CAC-enabled AFVEC access must contact the Force Support Career Field Team via email at afpc.nafcareers@us.af.mil.

1. Register and log-in to [AFVEC](#) using Google Chrome.
2. At login, the Dashboard will be displayed. Eligible civilian employees will have a Civilian TA funding program tab, and below it, the remaining Fiscal Year Cap is displayed. AFVEC uses DCPDS information to determine eligibility, completed high school /college degrees for education levels, and the funding type displayed. This article does not apply to other TA funding programs that may be displayed on the Dashboard.

3. Click on name at top right of screen and verify My Profile information is current by entering data in all fields to include an official email address and a personal email address. Prior military will contact [AFPC/DPCZLF](#) if the Civilian Personnel Data block is not visible in the Profile. Refer to milSuite for guides that detail the steps required before a goal can be created.
4. Click the AFAEMS "Supervisor" link and enter the supervisor's official email address and a personal email address if provided. Some automated emails are blocked by base networks. By adding the supervisor's personal email address, this will allow the supervisor to forward the funding request approval email notification and link from the personal to the official email account.
5. To ensure AFVEC automated email messages are received, student and supervisor must add admin@afaems.us.af.mil to the "Outlook Safe Senders" list located under the Outlook "Home" tab "Junk Email Options."
6. Select the AFVEC "Institutions" link. A school must have a MOU and be approved for DAF TA. If so, "Civilian TA" or another program that applies to you will be listed under the institution's "Eligible Funding Programs". If a degree, course, term, or credit hour rate is not visible in AFVEC, the individual must contact the POC listed in the "Institutions" link and request the Academic Institution (AI) Portal be updated.
7. Select "Virtual Benefits Training" from the left menu to complete the annual Virtual Benefits Training that applies to the funding type you are eligible for. Select CIV TA only.
8. Verify a completed high school or college degree has been verified in DCPDS. AFVEC does not use partial degree completion to determine eligibility for a degree level. A manual Education Level update for the highest completed degree level can be requested by sending an AFVEC Message to the CFT. If high school is highest level held, annotate the graduation day, month, and year in the message. If a college degree has been completed, attach an official or unofficial degree conferral transcript for the highest degree level completed. It is not necessary to submit multiple transcripts for the same degree level. Since AFVEC only recognizes completed degrees, partial credit transcripts won't be accepted for Education Level updates. The AFVEC system will recognize verified degree updates made in DCPDS. For more information on the Education Record Updates process, review the myFSS Self Service Education Record Update Answer ID 1304.
9. Select "Education Goals" from the left menu and click "Create New Goal". Attach an official degree plan. It must be signed by an academic advisor or downloaded from the student's school account and contain student's name, student ID, degree, required courses and credits, and completed courses and credits. If the institution doesn't provide the official degree plan at the time of acceptance, attach the acceptance letter and a degree

description from the institution's catalog. Students may not request funding for a third course without an official degree plan. A goal should not be submitted in AFVEC without these documents.

Download the official degree plan example before submitting a goal to review what is required:

- [Official Degree Plan Example](#)

10. NAF employees assigned to Child and Youth Programs and MWR positions must attach both an official degree plan and most recent AF Form 2545 prior to submitting the Goal for review.
11. After a student submits the Goal for approval, they will no longer be able to upload supporting documents to the Goal without CFT assistance. The CFT will receive an automated notification and will then either approve the degree plan and goal or return it to the student for additional information that can be attached and returned using the AFVEC "Messages" link. After the degree plan is approved, the student may request TA by clicking on the "Apply for Funding" link.
12. If a student changes goals before a degree is completed, the CFT will deduct from the new goal the number of non-transferable credits that were completed using TA under the original goal. The student is responsible for funding that number of non-transferable TA credits under the new goal.

Direct general questions or concerns regarding CTAP Education Goal process to the appropriate CFT Point of Contact.

CIV TA Funding Request Process

The following steps must be taken to request Civilian TA, PALACE Acquire TA, and Acquisition TA, as applicable. Submit the funding request no earlier than 45 and no later than 7 days before the course start date.

1. Log-in to [AFVEC](#) using Google Chrome.
2. Select "Education Goals" from the left menu and click "Apply for Funding".
3. Create one funding request per term and add a maximum of two courses. The servicing Career Field Team (CFT) will receive an automated notification.
4. The applicant's supervisor will receive an AFVEC email notification of a CIV TA funding request; they must copy the approval link to Google Chrome and certify that all listed qualifying information is correct.
5. The CFT will review and approve the TA funding request via AFAEMS after the supervisor concurs.
 - If deferred, the student will need to submit additional information.

- If disapproved, TA funding request will be returned to AF civilian via AFVEC.
6. The individual and academic institution are then notified of the approved CIV TA funding request via AFVEC and the AI Portal, respectively. Payment is made after the institution submits an invoice in the AI Portal. The AFPC Financial Management Office will process invoices in order of receipt. APF and NAF employees who have approved AFVEC TA Funding requests do not pay the Funding Request "Government Cost" to the institution. DAF does not reimburse employees for any portion of the approved "Government Cost" that the employee has inadvertently paid to the institution.
 7. The individual must verify that the institution has received the CIV TA funding approval via the AI Portal prior to the institution's course "drop" suspense date. If the CIV TA approval has not been received, and the individual takes the course without approval, the individual is responsible for 100% of the tuition cost. For the most current status of the TA Funding Request, check AFVEC. The individual may download a copy of the Authority for Tuitional Assistance form – Education Services Program – Civilian, formally known as AF Form 4306 to send to the institution by selecting "Funding Requests" and "Print PDF."

If there are any changes to the CIV TA funding request after submission, it is the responsibility of the applicant to delete the request or notify the appropriate CFT of those changes as soon as they occur (i.e., course change, withdrawal, change in tuition cost). Failure to do so may result in an obligation to reimburse CIV TA to the DAF.

NOTE: If course dates are entered incorrectly, the student must delete the funding request and reapply at least 7 days before the class start date. Once a class begins, class start dates cannot be changed. The student must contact the CFT to create a historical funding request.

Successful Course Completion

Grade standards for Air Force Tuition Assistance are different than institution credit awarding standards. Unacceptable grades and withdrawals at cost will result in an obligation to repay funds to the DAF. Respond to the automated messages as soon as possible and set up a reimbursement plan by the suspense date on the Funding Request. If not, the CFT is authorized to initiate a lump-sum payroll deduction for the TA awarded.

- Undergraduate Courses: Successful completion requires a grade of "C" or better. If a grade is below a C, individual must reimburse the DAF
- Graduate Courses: Successful completion requires a grade of B or better. If a grade is below a B, individual must reimburse the DAF
- If the institution does not post grade in AFVEC within 30 days of the course end date, the student will create an AFVEC message and attach a PDF of the transcript or official letter grade report for manual update

- Grades not reported within 60 days of the course end date are considered missing and the student will be blocked from creating any new TA funding requests

For letter grade definitions, refer to the CTAP Frequently Asked Questions located in the Related Resources section of this article.

Reimbursements

If a grade goes unreported beyond 90 days, a reimbursement action will be initiated by the appropriate CFT.

- Grades of D, F, N, and U require reimbursement
- Grades of W may require reimbursement and students who withdraw must submit documentation from the institution verifying the course name and number, term dates, withdrawal date, and tuition charged
- Incomplete Grades (I, X, Y): An Incomplete must be changed to an acceptable grade within 60 days of the course end date. If not, a reimbursement action will be initiated. Any extension of course timelines is between the student and accredited academic institution and may not correspond with the DAF 60-day requirement
- In exceptional circumstances (i.e., hospitalization of member/family member, or unforeseen emergency), reimbursement may be waived by AFPC in whole or in part, based on acceptable justification

NOTE: After the CFT processes the reimbursement or waiver action in AFVEC, students may reapply for the same course(s). Students are not required to have paid the debt in full but must have the repayment plan set up. If not successfully completed on second attempt, CIV TA funds cannot be requested for a third attempt.

CIVILIAN CAREER FIELD TEAM (CFT) TUITION ASSISTANCE (TA) CONTACT INFORMATION

Use the Air Force Virtual Education Center (AFVEC) Messages link to contact the Career Field Team. PDFs can be attached to when additional information is requested, degree plans are updated, or CFT involvement is required to manually update a Funding Request grade thirty (30) days or more after the course end date using a transcript. Request must include full-page screen shots and/or a detailed explanation of the issue. AFVEC TA Goals and Funding Requests cannot be created during DCPDS service outages or when information is missing from the AFVEC Profile and Supervisor pages. The supervisor alternate email address is optional.

Career Field Team	CFT Org Box Email
Audit	afpc.audit.cft@us.af.mil
Civil Engineer	afpc.ce.cft@us.af.mil
Contracting	ccpta@us.af.mil
Cyberspace & Information Technology	afpc.cyberit.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	afpc.legal.cft@us.af.mil
Logistics	afpc.logisticscareerfieldprogram@us.af.mil
Medical	afpc.medical.cft@us.af.mil
Operations	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.ta@us.af.mil
Security	afpc.security.cft@us.af.mil
Special Investigations	siccp@us.af.mil
Weather	afpc.weather.cft@us.af.mil